
JOB DESCRIPTION

<u>JOB TITLE:</u>	CHIEF OPERATOR - WWTP		
<u>DIVISION:</u>	UTILITIES	<u>SCHEDULE:</u>	C
<u>DEPARTMENT:</u>	CIVIC OPERATIONS	<u>PAYGRADE:</u>	17

JOB SUMMARY:

The incumbent plans, organizes and supervises the day-to-day operation of the Municipal Wastewater Treatment Plant (WWTP) and sewer/storm lift stations. Collaborating with the Supervisor and Wastewater Technician Foremen to ensure the safe and efficient operation of WWT facilities and infrastructure, the Chief Operator is responsible for supervising and training staff, planning and scheduling maintenance work and capital projects, preparing work schedules, arranging for chemicals, supplies and equipment as needed and producing reports for appropriate City personnel and regulatory agencies. Under general direction, independent action and sound judgment are emphasized in this role. Performs related duties as required. This position is subject to Schedule D hours.

MAJOR RESPONSIBILITIES:

Under the general direction of the Supervisor, provides expertise by:

- preparing service and preventive maintenance schedules for equipment and ensuring all equipment is being monitored;
- liaising with other City departments and staff on the delivery of service or projects;
- checking laboratory test results to determine necessary process adjustments;
- ensuring that effluent quality meets regulatory standards;
- maintaining accurate records and data relevant to regulatory reporting or as otherwise required, or requested by the Supervisor;
- preparing reports for senior staff, supervisor or regulatory agencies upon request, including monthly and annual reports on effluent quality and operations;
- ensuring that safety regulations are adhered to in all aspects of the operation of the plants and lift stations;
- initiating orders for materials, supplies and parts for machinery and maintaining inventory records;
- providing factual information on plant and lift station operations staff, consultants and contractors to assist with designs, re-designs and alterations;
- visiting industrial, commercial or institutional (ICI) facilities to verify compliance with discharging permits or other applicable regulations such as the Sanitary Sewer Bylaw;
- carrying out tests on effluent discharged by ICI facilities into the sanitary sewer system;
- conducting chemical analysis tests in the laboratory on wastewater and water;
- calculating plant loading parameters to be used to adjust processes;
- conducting planning activities for future treatment plant requirements;

- coordinating, developing and providing lectures and tours of operations and processes as approved by the supervisor;
- ensuring facility is available for tour groups as requested and all tours are conducted in a safe manner;
- cultivating internal and external relations;
- communicating and prioritizing safety in all aspects of the facilities;
- ensuring that security protocols are followed for gates, doors and intrusion alarms;
- responding to correct malfunctions/alarms outside of normal working hours;
- maintaining and obtaining required certifications as set out by regulatory agencies; and
- performing related duties as required.

Supervises employees by:

- supervising the work of subordinates, trades and contractors;
- training and professional development of subordinate positions;
- providing coaching and instruction for operators;
- helping to build a professional, positive and courteous workplace;
- assisting with hiring, performance planning and reviews;
- orienting, coaching and providing leadership to staff;
- coordinating, assigning, directing and inspecting work;
- monitoring work flow and setting priorities;
- preparing, monitoring and amending work schedules for the facility's operational staff; and;
- ensuring that safe work practices are followed and rectifying any unsafe or potentially unsafe situations.

Performs physical activities which include:

- lifting and carrying objects weighing up to 50 lbs./23 kg.;
- working in confined spaces;
- walking, standing, bending, lifting, and carrying for extended periods of time;
- using common hand-tools needed for routine maintenance and repair tasks for extended periods of time;
- working outside in all weather conditions;
- being exposed to noxious odors and raw and/or treated sewage;
- working in dirty conditions; and
- climbing ladders and operating lift devices to work at heights.

QUALIFICATIONS:

Education: Completion of Grade twelve. Graduate of a technological training program related to Wastewater Treatment. A valid EOCP Wastewater Treatment Certificate Level 4. Completion of a recognized leadership training program.

Experience: Two years' experience as an operator of a Class IV Plant in a supervisory capacity. Experience conducting chemical analysis in a laboratory.

Knowledge and Skills: Ability to understand electrical and mechanical problems related to the operation of Wastewater Treatment Plants and lift stations. Ability to identify, understand and troubleshoot wastewater treatment processes and lift station problems. Ability to safely use the tools and equipment related to the work. Considerable knowledge of occupational hazards, safety procedures and applicable safety legislation. Ability to support individual exercises on quality improvement. Ability to lead, train, supervise, evaluate and effectively utilize staff. Ability to pass on knowledge to other members of the team. Exceptional ability to self-motivate and function with a minimum of direction. Demonstrated initiative, sound judgment and decision making abilities. Ability to define problem areas, establish work methods and to plan, assign and monitor tasks. Ability to assist with estimating the time, equipment, materials and personnel needed to complete specific tasks and projects. Ability to keep abreast of a changing work environment. Ability to handle a considerable workload and effectively meet deadlines. Strong organizational and time management skills. Ability to work within, and contribute to, a proactive team environment. Demonstrated commitment to customer service. Ability to foster and maintain positive, cooperative-working relationships with other City employees. Excellent interpersonal skills to deal with internal customers, contractors, suppliers and the public. Ability to interact professionally with a wide range of clients and to interpret and respond effectively to their needs. Ability to understand and effectively carry out written and oral instructions with a minimum of supervision. Ability to facilitate problem resolution. Good verbal and written communication skills. Ability to work from written orders, blueprints, sketches, grade sheets and oral instructions. Sufficient physical strength and stamina to perform the required duties and work in confined spaces. Ability to climb ladders and be comfortable working at heights. Ability to properly wear an escape mask and respirator. Considerable knowledge of and demonstrated expertise in using a variety of computer applications related to the work. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including, but not limited to bullying and harassment, working alone, and other significant hazards.

Valid BC Driver's License: Yes. BC driver's license, full privilege Class 3 with Air endorsement.

Vehicle Usage: Yes.

Criminal Record Check: No.

Baseline Hearing Test: Yes.

Prepared by: Marco Fornari / Diane Flannagan (CWW)

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Revised by: W Wedel, S Young, L Hemsall