



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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**JOB TITLE:** WATER PUMPHOUSE OPERATOR      **SCHEDULE:** C  
**DIVISION:** UTILITIES      **PAYGRADE:** C7 – C11  
**DEPARTMENT:** CIVIC OPERATIONS

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## **JOB SUMMARY:**

The Water Pumphouse Operator is responsible for operational and maintenance work involving the operation of equipment related to the supply and storage of water. Tasks include: inspecting, servicing and maintaining equipment; recording operational data; performing readings of water meters; maintaining buildings and surrounding grounds. The work is routine and is performed according to established procedures, and is subject to close supervision and regular checks for quality and quantity. The work is similar at all certification levels but as incumbents achieve higher levels of EOCP certification, the work becomes increasingly complex and independent judgement and problem solving is required. Performs related duties. Schedule D hours.

## **MAJOR RESPONSIBILITIES:**

### **OPERATOR 1 (CERTIFIED):**

**Under general supervision, provides support to the division by:**

- carrying out field inspections to maintain the operation of plants related to the supply and storage of water;
- performing a variety of preventive maintenance, general servicing, equipment repair and related tasks;
- assisting in the installation of new works or plant alterations in the pumphouses;
- maintaining daily logs and records of operations;
- maintaining buildings and structures, including janitorial and grounds maintenance;
- maintaining security of each water supply facility and its alarm systems;
- collecting water samples for analysis by laboratories;
- carrying out on-site testing of water samples;
- attending pumphouses on emergency call-outs when required;
- installing and repairing water meters and maintaining stock level when required;
- on occasion, taking readings of water meters, calculating and recording usage and forwarding information for bill preparation;
- performing related duties.

Performs physical activities such as:

- lifting and carrying objects weighing up to 50 lbs- /23 kg.;
- confined space entry;
- 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 inclement weather, noxious odors, and dirty conditions.
  
- **Ensures safety by:**
- identifying and rectifying unsafe, or potentially unsafe conditions;
- following emergency procedures;
- ensuring safety regulations and procedures are adhered to by employees and visitors.

### **OPERATOR 2 (CERTIFIED):**

**The responsibilities of an Operator 2 are the same as Operator 1 with the following additional responsibilities:**

- directing other technicians, trades people and contractors in the maintenance and construction activities of facilities;
- maintaining computerized maintenance systems;
- carrying out more complex maintenance functions;
- supporting the development of and supervising safety related programs and activities;
- assisting in the training and development of level one operators through technical and seconded training;
- maintaining daily logs, records of operations and changing charts, as required;
- maintaining records of backflow preventors in both City and private facilities and residences as required;
- carrying out inspections of existing backflow installations and providing advice on new installations as required;
- educating the public on the need for backflow devices as required;
- providing assistance and guidance on work related matters to Water Pumphouse Operator I's.
- performing related duties.

### **OPERATOR 3 (CERTIFIED):**

**The responsibilities of an Operator 3 are the same as Operator 2 with the following additional responsibilities:**

**Provides support to the Division by:**

- carrying out general servicing and repairs to equipment related to the operation of water supply system;
- implementing a preventive maintenance program, preparing operation and preventative maintenance schedules and reports;
- coordinating the water quality sampling program;
- calculating chlorine dose levels and setting injector systems;

- cooperating with other City personnel in maintaining the operation of the water supply system;
- communicating with non-City agencies regarding equipment supply and repair;
- assisting in the installation of new works or plant alterations in the water pump stations;
- reviewing Operating records and providing information on plant operation as necessary to assist with plant alterations and re-design;
- providing assistance and guidance on work related matters to all Water Pumphouse Operators;
- leading, training, supervising and evaluating staff;
- performing related duties.

**Education:** Grade 12. A Valid Environmental Operators Certification Program (EOCP) in Water Distribution Level 1 for Operator 1 positions; Level 2 for Operator 2 positions; and Level 3 for Operator 3 positions.

**Experience:** Minimum experience requirements as specified by the EOCP in Water Distribution for level 1, 2 or 3 certification.

**Knowledge and Skills (all levels):** Strong mechanical aptitude. Considerable knowledge of the operation of pumps, motors, and valves. Ability to perform maintenance and repairs on pumps, motors and valves. Solid understanding of basic mechanical / electrical systems. Knowledge of disinfection and chemical dosing of potable water. General knowledge of Canadian Drinking Water Guidelines. Ability to understand the general operation of the water supply system and how adverse conditions affect it. Ability to perform physically demanding work and work in confined spaces. Ability to remove large pieces of equipment from service and prepare for transport. Demonstrated ability to use and operate the tools and equipment in a safe and efficient manner. Ability to work in accordance with safe work practices and to rectify and report on safety hazards. Knowledge of Worksafe BC Regulations such as those related to Bullying and Harassment, confined space procedures, WHMIS and Transportation of Dangerous Goods. Demonstrated commitment to customer service. Ability to make accurate numerical calculations and maintain a system of records. Ability to work and make routine operational decisions independently. —Ability to work within, and contribute to, a positive team environment. Strong interpersonal skills and the ability to foster and maintain positive, cooperative working relationships with other City employees. Ability to deal courteously, tactfully and diplomatically with members of the general public, co-workers, and other City employees. Demonstrated judgment and problem-solving ability. Basic knowledge of the technology required to perform work and the ability to operate a mobile device and computer based programs. Operator 2 and 3 must have demonstrated ability to work independently and to effectively solve problems and make sound operational decisions. Operator 3 requires the ability to lead, train, supervise, and evaluate staff. Ability to function with a minimum amount of direction. Strong organizational and time management skills. Strong communication skills. Demonstrated judgment and problem solving abilities. 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 – Valid BC Driver's License, full-privilege Class 5  
**Vehicle Usage:** Yes – City Owned Vehicles  
**Police Information Check:** Yes—Ability to obtain and maintain a clear Police Information Check for offences related to the position.  
**Baseline Hearing Test:** Yes

Prepared by: Bourret / Mercedes  
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