



## **Water Treatment Plant Chief Operator**

A picturesque community of more than 11,200 residents, the District of Summerland boasts a small town atmosphere, beautiful outdoor environment and a great quality of life. Over the last several years, Summerland has prospered with award winning wines and agro-tourism. Nestled in the heart of the Okanagan Valley on the shores of Okanagan Lake, Summerland enjoys a semi-desert climate with mild, short winters and hot, dry summers. Residents and tourists enjoy easy access to spectacular beaches and parks, scenic biking and hiking trails, beautiful orchards and vineyards and many boutique retail and dining opportunities.

The District of Summerland has an excellent opportunity for a Water Treatment Plant Chief Operator. Under the direction of the Manager of Utilities, the successful candidate will work as part of a supervisory team with the Water Distribution System Chief Operator to share responsibilities for the day-to-day operations of the Water Operation's facilities and infrastructure. The Water Treatment Plant Chief Operator's primary focus will be on the operation and maintenance of the Water Treatment Plant and residual solids handling but is required to be trained and capable of assisting in the operation and maintenance of the Water Distribution System. This is a 'working' Chief Operator position.

The ideal candidate is an energetic, personable individual with strong supervisory skills and the ability to prioritize and delegate tasks while still being hands on.

### **Required Training and Experience:**

- Certification with the Environmental Operator Certification Program in British Columbia in either Water Distribution or Water Treatment and a Diploma from a recognized Water Quality program or fifteen years equivalent experience;
- Three years of experience in a supervisory position;
- Preference will be given to Operators with an EOCP Level 4 in Water Treatment
- First Aid certification;
- Chlorine Handling Certificate;
- B.C. Class 5 Driver's License.

Please view the detailed job description attached.

This is a full-time Union position and currently offers an hourly wage of \$30.82 - \$34.24 as well as a comprehensive benefits package.

Qualified applicants should submit their cover letter and resume as a single PDF or Word Doc to [hr@summerland.ca](mailto:hr@summerland.ca) by 4:00 pm, Wednesday, May 3, 2017.

*We thank all applicants for their interest; however, only those short listed for an interview will be contacted within 2 weeks from the closing date. The District of Summerland is committed to employment equity. We encourage all qualified individuals to apply.*

**DISTRICT OF SUMMERLAND  
Job Description**

**Water Treatment Plant Chief Operator**

Pay Grade: 15 Outside  
Hours: 40 hrs/wk  
Reviewed: April 2017

**Nature and Scope of Work**

Reporting to the Manager of Utilities (the “Manager”), the Water Treatment Plant Chief Operator will work as part of a supervisory team with the Water Distribution System Chief Operator to share responsibilities for the day-to-day operations of the Water Operation’s facilities and infrastructure. The Water Treatment Plant Chief Operator’s primary focus will be on the operation and maintenance of the Water Treatment Plant and residual solids handling but is required to be trained and capable of assisting in the operation and maintenance of the Water Distribution System. This is a ‘working’ Chief Operator position.

**Duties**

1. Assist the Manager and the Water Distribution System Chief Operator in preparing strategic planning initiatives that will ensure the Water Operation’s facilities and infrastructure are operated and maintained as efficiently and effectively as possible within approved staffing and budget constraints.
2. Assist the Water Distribution System Chief Operator in the performance of their duties as required by the Manager.
3. Administer the operation and maintenance of the water treatment facilities and infrastructure in an efficient and effective manner.
4. Direct, coordinate, supervise, and assist Water System Operators and contractors in the operation, repair, and maintenance of the water treatment facilities and infrastructure.
5. Assist the Manager and the Water Distribution System Chief Operator in preparation of all financial reviews, budgets, and capital plans.
6. Prepare comprehensive work plans, schedules, and technical reports as required.
7. Develop and implement standard operating and safe work procedures for all work.
8. Ensure all work is performed in compliance with WorkSafe BC procedures, arrange training for operators for all tasks assigned to them, and conduct hazard assessments as required by WorkSafe BC.
9. Ensure that processes are in compliance with local, provincial, and federal regulations.
10. Chair on-site safety, confined space pre-entry, and required operational meetings.
11. Coordinate purchasing, invoicing, inventory control, and record management in accordance with District of Summerland policies.
12. Maintain daily logs, report and correct unsafe conditions and record plant and water system operating data as required.

13. Assist the Water Supply Operators in the performance of their day-to-day duties.
14. Perform other Water Operation related duties as required by the Manager.

### **Required Skills and Abilities**

1. Demonstrated ability to:
  - organize and provide effective supervision;
  - establish and maintain a cooperative and efficient working environment;
  - communicate technical and non-technical information clearly and concisely in both oral and written formats;
  - operate a variety of hand, power, and specialized tools, as well as machinery, vehicles, and equipment in accordance with recognized safe operating procedures;
  - read and interpret mechanical drawings;
  - exercise courtesy, tact, and diplomacy in the exchange of information with other District employees, contractors, and members of the public.
  - Work comfortably in an SCBA and in a full chlorine response suit
2. Comprehensive knowledge of the:
  - Laws and Regulations related to the field;
  - WorkSafe BC and District of Summerland Health, Safety and Environmental regulations, and procedures;
  - self-contained breathing apparatus (SCBA) maintenance and use.

### **Experience and Education**

1. Certification with the Environmental Operator Certification Program in British Columbia or transferable equivalent in either Water Distribution or Water Treatment and a Diploma from a recognized Water Quality program or fifteen years' equivalent experience.
2. Three years of experience in a supervisory position.
3. Preference will be given to Operators with an EOCP Level 4 in Water Treatment; however, consideration will be given for a Level 3.
4. First Aid certification.
5. Chlorine Handling Certificate.
6. B.C. Class 5 Driver's Licence.

### **Hours of Work**

In accordance with Schedule 'B' of the CUPE Collective Agreement. Required to be on standby when assigned and be available to respond to callouts.