

April X, 2022

TOWN OF COMOX
CLASS SPECIFICATION

CLASS TITLE: UTILITIES OPERATOR
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NATURE AND SCOPE OF WORK

The duties and responsibilities will primarily involve:

- a wide range of activities related to the operation, maintenance, and repair of the Town's water distribution, stormwater collection and sanitary collection systems;
- assumption of the duties of the Chief Operator for the water distribution and sanitary collection systems as outlined in the Environmental Operators Certification Program (EOCP); and
- working closely with the Public Works Foreman in order to allocate resources to complete required tasks

as directed by the Manager of Public Works.

TYPICAL DUTIES AND RESPONSIBILITIES

Typical duties and responsibilities include:

- Installation, maintenance, operation, and repair of the Town's water distribution system, storm drainage system, and sanitary collection system, including lift stations.
- Responsible for specific maintenance items such as system flushing, hydrant maintenance, air valve maintenance, valve exercising, and leak detection.
- Responsible for water quality testing and sampling as outlined in the Town's Permit to Operate as issued by Island Health.
- Responsible for water meter reading and recording.
- Responsible for the repair or replacement of defective water meters.
- Responds to complaints from the public regarding water quality.
- Undertakes detailed inflow and infiltration surveys on the sanitary collection system.
- Overall responsibility for the operation of the Town's sewer video camera equipment.
- Responsible for private water shutdowns and service locates.
- Coordination of annual stormwater management pond and ditch maintenance.
- Operation of snow removal equipment.
- Ability to provide overtime in the event of emergencies, weather events or meet project limitations.
- Participates in rotational on call as required.
- Performs other duties relating to their position as may be required from time to time.

REQUIRED KNOWLEDGE AND SKILLS

- Completion of Grade 12 or equivalent

- At least 3 years experience in a public works utilities, maintenance, and repair environment
- Sound knowledge of proper public works construction and maintenance practices related to potable water distribution, storm and sanitary collection systems
- Ability to comprehend construction drawings and schematics
- Ability to use survey equipment
- Ability to interpret and apply Town bylaws, procedures, policies, engineering design standards and specifications
- EOCP Water Distribution Level 2 Certification or higher
- EOCP Wastewater Collection Level 2 Certification or higher
- Knowledge of required mechanical skills and operations procedures and willingness to keep informed of current requirements
- Occupational First Aid Level 1
- Ability to work and deal with the public in a courteous manner
- Knowledge of WorkSafe BC Rules and Regulations
- Possess a valid Class 5 BC Driver's License, Class 3 with air endorsement preferred.
- Basic office computer skills
- Good interpersonal and communication skills
- Ability to work well as a member of a team and independently
- Ability to carry out the physical demands of the job

WORKING CONDITIONS

- Generally outdoor environment
- Regular travel to various sites around Town with occasional travel outside of Town
- Moderate to heavy physical activity
- Must be able to work outside of regular hours as required to meet deadlines and deal with emergency situations

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