

The City of Trail

JOB DESCRIPTION

TITLE: UTILITY DISTRIBUTION OPERATOR
DEPARTMENT: PUBLIC WORKS
REPORTS TO: UTILITIES SUPERINTENDENT

⇒ *This position is within the Bargaining Unit - CUPE, Local 2087*

POSITION SUMMARY:

The Utility Distribution Operator must be, at minimum, a qualified Water Distribution Level I (WD Level I) Operator through the Environmental Operator Certification Program (EOCP) and must upgrade the EOCP certification when eligible to do so until Water Distribution Level III (WD Level III) is achieved.

The Utility Distribution Operator will be responsible for the repair and maintenance of the City of Trail's Water Distribution and Wastewater Collection Systems.

SPECIFIC DUTIES:

Reporting to the Utilities Superintendent or other designated individual, the Utility Distribution Operator performs the following duties as required:

1. Repair and maintenance of water distribution systems and associated equipment including but not limited to: control valves, pressure reducing valves, other valves, pumps and a variety of types and sizes of pipes and fittings.
2. Repair and maintenance of wastewater collection systems and associated equipment including but not limited to: sewer lines, isolation and other valves, pipes and fittings and manholes.
3. Operation, repair and maintenance of sewage pump stations and their associated equipment including but not limited to: pumps and a variety of valves and controls.
4. Repair and maintenance of fire hydrants.
5. Flushing of water and sewer lines.
6. Confined space entry where required.

7. Maintenance, inspection and repair of water and sewer lines.
8. Acts as lead hand when required (appointed according to qualifications and seniority).
9. Installation of water and sewer lines and other pipe fitting as required. Works with and directs equipment operators as required.
10. Perform janitorial duties including but not limited to: washing, sweeping and mopping appropriate parts of the facilities. Garbage collection and disposal and lawn and landscape maintenance. All areas are to be kept as clean and tidy as possible at all times.
11. Safe use of a variety of hand and power tools.
12. Operation and maintenance of specialized water and sewer tools and equipment.
13. Operation of various types of mobile equipment including but not limited to: truck mounted crane, dump/plow truck, loader and vacuum truck.
14. Arranges for materials, equipment and supplies as required to complete tasks.
15. Operation and maintenance of sewer line surveillance and cleaning equipment including but not limited to: video cameras and rodding equipment.
16. Blueprint reading to effectively locate and determine the best course of action for repair and maintenance of water and sewer utilities.
17. Operation and maintenance of detection equipment to perform buried gas and electrical line location detection as required.
18. Performs water and sewer line locations as required.
19. Communicates with the public in a courteous and polite manner. Refers public inquiries to appropriate personnel.
20. Use of computers for process control and data processing. Data entry into spreadsheet programs.
21. May be required to assist in other City of Trail operations for emergencies and special circumstances.
22. Performs all duties in a safe and efficient manner. Conforms to WorkSafeBC and City of Trail safety regulations.
23. Performs other duties as assigned.

24. Works well with peers and supervisors in a team environment and has good verbal and written communication skills.
25. Occasionally writes reports, in digital format, on work completed and other matters concerning water distribution and wastewater collection as required.
26. Participates in City watch program.
27. Snow removal as required.
28. Must be available for utilities-on-call (a minimum of 1 weekend per month), overtime, call-outs, and weekend work.

QUALIFICATIONS:

1. Must have and maintain a valid B.C. Driver's Licence - Class 3 with Air endorsement.
2. Must have a minimum of 1 year of municipal water distribution experience on a Class I or higher system.
3. Must write the EOCP Water Distribution Level II examination within 6 months of eligibility and obtain EOCP certification in accordance with the timeframes specified by the City.
4. Must write the EOCP Water Distribution Level III examination within 6 months of eligibility and obtain EOCP certification in accordance with the timeframes specified by the City.
5. Must have working knowledge of municipal wastewater collection systems and components. Certification through EOCP in wastewater collection is desirable.
6. Must be in good physical condition and capable of handling heavy equipment.
7. Must be able to work in an environment related to wastewater collection and water distribution.
8. Must have good mechanical aptitude.
9. Must have a minimum Grade 12 education with strong Math skills.
10. Must have an interest in pursuing further education in the wastewater collection and water distribution fields.
11. Must have computer skills.

- 12. Must have valid Tetanus protection 48 hours prior to commencement of employment.
- 13. Trained in or capable of being trained and effectively work in confined space entry situations.
- 14. Must have current Level I First Aid certification.

WAGES:

As per the Collective Agreement, based on EOCP qualification possessed.

HOURS OF WORK:

As per the Collective Agreement.

Approved by:



CUPE, Local 2087 representative



City of Trail representative

Date JANUARY 14, 2022

Date October 18/21