

**WATER TECHNICIAN COORDINATOR**

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<b>EXEMPT (Y/N):</b> No	<b>DIVISION:</b> Utility Services
<b>SALARY LEVEL:</b> Grid 1, Band 20 (Under Review)	<b>DEPARTMENT:</b> Infrastructure Services
<b>SHIFT:</b> Days	<b>SUPERVISOR:</b> Utilities Operations Superintendent
<b>LOCATION:</b> Outside	
<b>APPROVED BY:</b> Manager, Utilities Services	<b>DATE:</b> October 2019
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Replaces: Utility Technician Coordinator	DATE: March 2017

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**SUMMARY:** Under the general direction of the Utility Operations Superintendent or designate, provides technical advice and work direction to other staff to ensure a continuous supply of treated potable water. Ensures that service delivery meets the expectations of internal and external customers in accordance with the appropriate regulatory and licence requirements.

**KEY RESPONSIBILITIES** *include:*

1. Develops work plans and organizes resources to deliver water service in accordance with regulatory and operating license requirements, including testing, reporting and follow-up.
2. Assigns, co-ordinates, and reviews the activities of facility operators and field staff, provides technical coaching and may occasionally provide full supervision as required.
3. Monitors and documents the performance of the water systems in consultation with operators and technical staff ensuring water produced is consistently within established quality parameters, resolves day-to-day maintenance and operational issues, recommends methods of improving service delivery, and oversees the implementation of adopted improvements.
4. Tracks, documents and reports on operation and maintenance activities and achievements, including the preparation of monthly operating reports and participates in the preparation of the annual departmental report.
5. Oversees completion of work projects as required by independent contractors and staff including developing tender documents.
6. Oversees and develops maintenance programs required for the operation, monitoring, and maintenance of SCRD facilities.
7. Maintains tracking system, documentation, records and logs in accordance with Sunshine Coast Regional District, Provincial, and Federal requirements.
8. Responds to public concerns or complaints about water quality.
9. Assists in providing information to Freedom of Information requests.
10. May act as required for the Superintendent or Wastewater Coordinator in their absence.
11. Maintains up to date knowledge and ensures compliance with SCRD policies, bylaws, and the Workers Compensation Act and OHS Regulations applicable to the work being supervised to comply with and promote safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include:*

1. Maintains work schedules and procedures, screening work orders and performing tasks necessary to expedite project completion, such as job preparation, ensuring equipment is available and in working order, coordinating activities between work units and contractors, and assigning tasks to crew and contractors as required.
2. Organizes, documents and performs trouble-shooting routines, repairs and maintenance work on all facilities/equipment, which may include but is not limited to pumps, motors, electrical equipment, level controls, meters, and regulating equipment in such structures as the water intakes, booster station, wet wells, and chlorination stations.

3. Provides instruction and technical advice to other staff in performance of procedures such as repairs, maintenance, treatment or water monitoring, either in person or remotely.
4. Develops and maintains inspection procedures for signs of wear and malfunction, to ensure facilities within the scope of responsibility are serviceable, tidy, and safe and in good repair.
5. Monitors water quality and output by reviewing data, SCADA and performing testing procedures.
6. Prepares daily, monthly and annual records concerning water quality, the utilisation of equipment, chemical analysis, and consumption of water.

#### **EDUCATION, EXPERIENCE, and TRAINING**

- Minimum of Grade Twelve (12) or equivalent, and,
- Two (2) years post-secondary education specific to water treatment, or equivalent.
- Certification in the Environmental Operators Certification Program with a minimum of:
  - Water Treatment Level III (Level IV preferred)
  - Water Distribution Level III
  - Wastewater Treatment Level I
  - Certification as a Chlorine Handler
- Minimum seven (7) years' experience in water distribution and treatment facility operation inclusive of at least four (4) years working in a Class III or Class IV Water Treatment Plant and four (4) years' progressive supervisory experience.
- Valid BC Class 5 drivers licence.
- WSBC Level I First Aid.
- Transportation of Dangerous Goods certification.

#### **OTHER SKILLS/KNOWLEDGE**

- Ability to provide technical coaching, organize workload, set priorities and work with a minimum of supervision.
- Demonstrated ability to trouble shoot and operate measuring instruments, flow and process control equipment, compressors, cutters, pumps, or other power or non-power tools.
- Knowledge of the principles of water chemistry, biology and physics as they relate to water treatment.
- Ability to accurately record measurements, enter into data base, analyse results and provide recommendations.
- Proficiency with Microsoft Office i.e. e-mail, databases, spread sheets and word processing.
- Ability to communicate effectively with SCRD staff and contractors.
- Ability to work effectively as part of a team.
- Knowledge of applicable Workers Compensation Board requirements, especially confined space entry requirements and use of SCBA.

#### **ADDITIONAL INFORMATION**

- Required to respond to off-shift emergency calls and participate in standby duty.
- Shifts are scheduled as part of a rotation to provide coverage seven days per week.
- May perform other duties related to water and waste water.
- The incumbent is expected to support corporate sustainability and workplace safety objectives.