



**Job Title:** Level III – Water Distribution Operator  
**Department:** Operations  
**Reports to:** Operations Manager

**Principal Purpose:**

A Water Distribution Operator at the Level III designation is to assume more responsibility for the general operations of the district. As a senior Operator this individual is to demonstrate leadership qualities, provide on the job guidance and answer general questions to the junior crew members. This individual is also expected to convey to management any concerns or recommendations as to the daily operations of the district.

Under the direction of the Operations Manager, the incumbent will perform a variety of assignments pertaining to the daily and seasonal operation and maintenance of the GEID water distribution system and will provide guidance and instruction as required to the crew.

**Personal Suitability:**

The incumbent of the position must have above average communication skills and the ability to deal effectively with peers and customers, be a self starter, independent worker as well as a team player. A positive attitude and the ability to maintain same is expected from a senior Operator. It is important to possess the ability to make critical decisions, to determine consequence of error when making decisions, and demonstrate the ability for problem solving. It is also important to be able to prioritize and carry out projects in an organized and timely manner. Incumbent generally works as a member of the crew, but may be given independent assignments and will be required to demonstrate leadership abilities.

**Qualifications:**

This individual must have Level III Water Distribution Certification as acknowledged by the EOCP office, plus Level I Water Treatment Certification preferred.

This individual must have a thorough knowledge of all improvement district bylaws, policies and regulations and be familiar with the local municipality bylaws and building requirements, and the various provincial legislation that is applicable to the operation of the district.

This person must have knowledge of proper use of common hand tools, safety procedures, equipment and materials used in construction and maintenance and repair of water distribution systems. A valid Class 5 BC Driver's License is required. Valid Class III or I License with Air Endorsement preferred.

**Essential Job Functions:**

*The following representative duties are typical for these classifications. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Make minor adjustments on service equipment; maintain tools and equipment in working order. Operate small and heavy equipment as required.
- Maintain logs of daily activities.
- Operate and maintain wells, reservoirs, and treatment facilities; inspect residential and commercial service issues.
- Monitor and adjust water production and treatment equipment.
- Lay and fit pipelines; make water line taps; install water services, fire hydrants, valves, and other water devices.
- Perform field duties related to the water system; take water samples and inspect new construction.
- Excavate trenches and install shoring.
- Identify service and main leaks; operate pipe locators; install and inspect backflow devices.
- Read and update water distribution maps and as-built plans and blueprints.
- Clean and monitor pump stations and related equipment.
- Perform emergency repairs to water lines as necessary; establish proper traffic control devices.
- Repair, maintain and install water meters and related service lines; read meters; turn services off and on as necessary.
- Lay out and install traffic signs and pavement markings.
- Perform underground service alert locating, marking and notification.
- Perform related duties as required.
- Coordinate special projects;
- Provide guidance and direction on routine system maintenance and operation, as required.
- Responsible for adhering to the District's procedures, policies and bylaws.

#### **Environmental and Working Conditions:**

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position requires both near and far vision when operating assigned equipment. Acute hearing is required.

The ability to lift, carry and push tools, equipment and supplies weighing up to 50 lbs is also required. The incumbent in this position works in all weather conditions. The nature of the work may also require the incumbent to climb ladders, use power and noise producing equipment and work in vehicle traffic.

#### **General**

The 2023 rate of pay is \$37.20 / hour, based on a 40 hour work week.

Individuals having the required qualifications, skill, knowledge, education and ability can email their resume and cover letter to Dawn Williams, Administrator at [dwilliams@geid.org](mailto:dwilliams@geid.org).

We thank all applicants for their interest; however only those selected for an interview will be contacted.