

**Greater Vancouver Regional District
Position Description**

WASTEWATER TREATMENT PLANT OPERATOR IV FOREMAN (G500)

April 2004

Purpose: To plan, allocate, coordinate, participate in and supervise the work of a crew(s) engaged in operation and maintenance of wastewater treatment plant facilities.

Duties: *(The duties described hereunder are intended to be representative of the position and are not to be considered all inclusive.)*

Performs all the duties and responsibilities of a qualified Wastewater Treatment Plant Operator to operate, monitor and maintain the wastewater treatment facility and related support systems.

Supervises and plans work schedules for the operations crew including priority-setting; Assesses crew performance and recommends developmental training and other corrective actions to Supervisor.

Liaises with maintenance staff, shift supervisor, plant charge hand, laboratory staff and others regarding work schedules, lab data, plant process/performance review, operational needs, and other matters.

Examines process microbiology to assess plant process health, diagnoses plant process and/or logic inefficiencies and initiates corrective action; Evaluates plant operation to ensure correct operational procedures are followed and plant/system performance objectives are met; Troubleshoots and advises on process changes through digital control system to improve process and utility efficiencies.

Initiates and develops documentation for work-related procedures for which they are qualified; Develops work progress, operations and investigative reports; Prepares schedules, estimates and assignments for work and crew; Monitors, maintains and requisitions operating supplies ensuring waybills and invoices are appropriately handled.

Maintains the CMMS where directed; Reviews and provides input to planned plant/process/support system upgrades; Initiates IEDMS (Intranet front-End Electronic Document Management System) documents and/or takes action on Charge Hand initiated documents.

Coordinates and plans operational requirements for non-core hours.

Trains staff in operation and maintenance procedures and monitors to see if training objectives are being met; Identifies and coordinates any additional training that may be required; Encourages and supports staff to pursue additional related training courses/seminars.

Conducts tours and answers queries from general public visiting the plant.

Responsible to ensure that work carried out by operations staff adheres to and is in compliance with all District safety policies and procedures including WCB regulations; Participates in the creation of safe work procedures.

May act in the capacity of the Supervisor as required.

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Requirements:

Grade 12 education or equivalent, and post secondary training/education in the wastewater treatment field supplemented by courses in mechanics, electrical, supervision, etc.

Progressive experience and responsibility in wastewater treatment operations and maintenance and related support systems with six (6) or more years experience, including supervisory experience.

British Columbia EOCB Class IV MWWT Operators Certification. The highest EOCB MWWT Certificate or recognized reciprocal equivalent achieved shall be maintained in good standing and a copy of the Certificate shall be filed in the employee file in Human Resources as proof of eligibility.

British Columbia Boiler Operator or higher level certification for Plants where certification of Operators is required for compliance with the *Power Engineers and Boiler and Pressure Vessel Safety Act of British Columbia*. If no Boiler Operator certification is held, a demonstrated willingness and ability to obtain it.

Demonstrated ability to communicate effectively verbally and in writing; Ability to effectively use computer applications related to the position and duties.

Extensive knowledge of process equipment, mechanical equipment, digital control systems, electrical and instrumentation equipment; Ability to interpret and work from engineering drawings.

Demonstrated leadership skills and abilities with training in supervisory fundamentals and techniques.

Proven ability to plan, organize, direct and supervise the work of others with a demonstrated ability to establish and maintain effective working relationships.

Extensive knowledge of the occupational hazards, WCB regulations, safety policies and procedures applicable to the position.

Physically capable of performing the duties of the position.

Willingness and ability to adapt to rotating shift work and/or be available for standby duty if required.

Valid B.C. driver's license.