

**Greater Vancouver Regional District  
Position Description**

**WASTEWATER TREATMENT PLANT OPERATOR - CHARGE HAND (G413)**  
**February 2004**

**Purpose:** Under general directions, provides the skilled expertise and supervisory coverage as charge hand of a given shift to control, operate, and maintain a Wastewater Treatment Plant.

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

Operates, monitors and maintains the wastewater treatment facility and related support systems.

Reviews and delegates daily work plan to operations staff.

Monitors plant operations such as approving the starting and stopping of equipment for maintenance and operation staff; monitoring and advising staff on alarms and process functions.

Works in compliance with all safety regulations and ensures that safe work practices are followed by operators; activates and records safety equipment as needed, i.e. Gas monitors, radio checks; recommends to Operations Foreman updates on safety material such as documentation revisions to lockout procedures and reviews field applications of the safety procedures.

Initiates and/or completes IEDMS (Intranet front-End Electronic Document Management System) documentation such as safety forms (near miss investigation), or odor reports and forwards to the Foreman for further action.

Coordinates residual and bio-solids pick-ups and deliveries.

Reviews daily operational data i.e. Digital Control System set point checklist and Process Data entries etc.; reviews operational logic i.e. Digital Control System and reports any changes to the Foreman for further action.

Enters operations logbook data and reviews with Foreman and/or following shift charge hand; initiates pro-talker operation for nightly standby.

Develops documentation for work-related procedures for which they are qualified..

Trains and directs junior staff in operation and maintenance procedures. Maintains technical currency relative to wastewater treatment and related ancillary systems.

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

Performs gate monitoring and sign in duties as required.

Monitors, maintains and requisitions operating supplies, i.e. CL<sub>2</sub> and NaOCl, during core and non-core business hours.

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May act in the capacity of Foreman when required.

### **Requirements:**

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

Progressive experience and responsibility in wastewater treatment operations and maintenance and related support systems with five (5) or more years experience.

British Columbia EOCP Class III MWWT Operators Certification. If MWWT III is held, applicant will demonstrate a willingness and ability to undertake additional training relating to the duties of the position including progress towards MWWT IV Certification. The highest EOCP 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 read and use engineering drawings.

Demonstrated initiative and proven ability to work with minimal supervision.

Demonstrated leadership skills and abilities with course work in supervisory fundamentals and techniques.

Demonstrated ability to effectively direct and supervise the work of others; 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.

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