

Greater Vancouver Regional District

Position Description: WATER TREATMENT FOREMAN (G758) August 2005

Purpose: Supervises and directs Water Treatment operators, provides leadership and skilled technical expertise to ensure the continuous safe and efficient operation of Water Treatment facilities.

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

Directs the overall operation of water treatment facilities by monitoring plant and other control systems and checking trends for raw and treated water quality, flow fluctuations, chemical dosages etc, and initiates necessary adjustments to flow rates, chemical feed rates, filter operations, residuals processing etc.

Operates, monitors, and maintains the water treatment facilities and related support systems. Performs plant checks in pre-treatment, filtration, disinfection, post treatment, residuals handling, UV disinfection, chlorination, ozonation and corrosion control. Performs analyzer checks, and topping up of reagents, flushing and adjusting flow rates; performs visual checks of various pumping and chemical feed systems.

Instructs, supervises, schedules, and adjusts the work of subordinate operators engaged in plant operations, troubleshooting, maintenance, and custodial duties.

Schedules and coordinates the daily projected work with engineering, operations and maintenance staff including holding shift change debriefings at beginning and end of shifts.

Works in compliance with all safety regulations and ensures that safe work practices are followed by operators; activates and records safety equipment logs as needed.

Operates treatment facility process computer systems.

Responds to alarms throughout the shift and after normal working hours if required. Gathers information from engineering, maintenance, supervisors, and clerical staff on a variety of matters. Prepares reports and information for review as needed.

Troubleshoots and problem solves as needed, responding to maintenance requests, testing of equipment, equipment changes and switching; helps other operators with plant upsets or breakdowns; adjusts chemical feed changes in response to raw water pumping changes and as requested by System Operations.

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Enters operations logbook data and reviews with supervisor and/or following shift Foreman; Performs daily and monthly duties from “Shift Report and Daily log sheet”.

Develops documentation for work-related procedures.

Trains and directs junior staff in operations, safety and maintenance procedures. Assists with the development, facilitation and administration of in-house training, deployment of team members and other resources; acts as liaison with members of other plant sections, provides ongoing coaching to employees.

Supervises and schedules staff training sessions, monitors the performance of staff, and recommends follow up assessments as required.

Conducts daily laboratory analysis and performs numerous calculations related to chemical treatment.

Prepares plans for and supervises disinfection and de-chlorination of new or repaired water mains.

Responds to chemical spills and treated water discharges to the environment.

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

Works in compliance with all District safety policies and procedures and WCB regulations.

May act in the capacity of Supervisor when required.

Performs other related duties as required and/or assigned.

Requirements:

Grade 12 and graduation from a two year Water Quality Technology education program or related discipline. (i.e. environmental sciences, environmental or chemical technology, instrumentation)

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

At minimum, British Columbia EOCP Class III Water Treatment Operator Certification. The highest EOCP Water Treatment Certificate 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.

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Demonstrated ability to effectively communicate verbally, and in writing.

Ability to use a variety of software applications including process control, data acquisition, reporting and record keeping, word processing, common spreadsheet applications and email.

Extensive knowledge of process equipment, mechanical equipment, digital control systems, electrical and instrumentation equipment; ability to read and use engineering drawings.

Demonstrated initiative, including an affinity to learn new systems and processes and proven ability to work with minimal supervision.

Demonstrated leadership skills and supervisory fundamentals and techniques.

Demonstrated ability to effectively direct and supervise the work of others; demonstrated ability to establish and maintain effective working relationships.

Ability to perform multiple tasks, establish priorities, and be able to respond calmly and efficiently in an emergency situation.

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

Thorough knowledge of principles of biology, chemistry and hydrology that relate to water treatment.

Knowledge and experience in using Computerized Managed Maintenance Systems.

Physically capable of performing the duties of the position, and able to wear full and half-face respirators, SCBA and level A suit.

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

Valid B.C. driver's license.