

Greater Vancouver Regional District

Position Description: Water Treatment Operations Technical Coordinator (G757)

March 2013

Purpose: Assists Water Treatment Operations Supervisor in scheduling, coordination, and conveying direction to Water Treatment shift foreman, operators, and utility staff; 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.)*

Provides planning, coordination, scheduling, and helps convey direction to Water Treatment foreman and staff as required by the Water Treatment Operations Supervisor.

Schedules and coordinates daily work with operations, maintenance, engineering, and quality control staff, including holding shift change debriefings. Attends daily coordination meetings and other meetings as required.

Develops and reviews documentation for operations, safety, and maintenance procedures.

Coordinates training of junior staff in operations, safety and maintenance procedures. Assists with the development, facilitation and administration of in-house training; provides ongoing coaching to employees.

Operates, monitors, maintains, and optimizes the water treatment facilities and related support systems; Provides assistance to Water Treatment staff as required.

Maintains records of chemical usage and orders as required.

Assists with response to alarms and emergencies as required.

Liaise with engineering, maintenance, quality control, and supervisors on a variety of matters; Prepares reports and information for review as needed.

Conducts tours and answers queries from general public visiting water treatment facilities.

Works in compliance with all Metro Vancouver policies, safety management system standards, procedures, and WorkSafeBC regulations.

May be requested to act in the capacity of Supervisor as required.

Requirements:

Graduation from a two year Water Engineering Technology education program or related discipline. (i.e. environmental sciences, environmental or chemical technology)

At minimum, British Columbia EOCP Class III Water Treatment Operator Certification or equivalent Provincial 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.

Progressive experience and responsibility in water treatment operations and maintenance and related support systems with three (3) or more years experience.

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

Demonstrated ability to effectively communicate verbally, and in writing; ability to respond calmly and efficiently in an emergency situation.

Demonstrated initiative, including an affinity to learn new systems and processes.

Proven ability to work with minimal supervision.

Demonstrated ability to overcome obstacles and apply innovative thinking to complex problems.

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

Ability to use a variety of software applications including process control, data acquisition, reporting and record keeping, word processing, spreadsheet applications, and email; knowledge and experience in using a Computerized Maintenance Management System.

Ability to perform multiple tasks, establish priorities, and complete multiple projects within a defined timeline.

Extensive knowledge of the occupational hazards, WorkSafeBC regulations, safety policies and procedures relevant for Water Treatment Facilities.

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

Physically capable of performing the duties of the position.

Valid Class 5 B.C. driver's license.