

**City of Castlegar
POSITION DESCRIPTION**

POSITION TITLE: HEAD TREATMENT PLANT OPERATOR Water & Sewer Treatment	DATE: JANUARY 2022
DEPARTMENT: CIVIC WORKS	REPORTS TO: Operations Manager

SUMMARY

Operates the City's water and sewer facilities to meet provincial standards and the City's water license terms and conditions. Sewage is treated to meet provincial standards and permit requirements. Trains and orients Treatment Plant Operators and coordinates their work. Plans and coordinates the regular maintenance and cleaning of equipment. Reports on treatment results.

RESPONSIBILITIES

1. Operates and maintains the City's water and sewer facilities to deliver safe water and treat municipal sewerage. Monitors the operation of lift stations, pumping stations and reservoirs on a regular basis using SCADA and during inspection visits, maintains and coordinates the maintenance of pumps, cleans screens, monitors water flow and checks reservoir levels.
2. Tests and coordinates the testing of water for chlorine residual, pH, etc. Ensures that the chlorine analyzer produces accurate readings and that alarms are functioning. Arranges for outside water testing. Records test results on the WaterTrax System.
3. Trains and orientates Treatment Plant Operators in how to maintain a safe and reliable water supply. Assigns and coordinates operators in the operation and maintenance of water treatment and distribution.
4. Ensures that sewage is treated to meet provincial standards. Monitors the operation of the treatment plant and the lagoon, coordinates adjustments to maintain an acceptable output. Maintains spreadsheets to record results.
5. Tests and coordinates the testing of sewage, to ensure Provincial standards are met, by chemical analysis such as suspended solids, chlorine, pH, BOD (biochemical oxygen demand), etc. Ensures that the right analytical equipment is available and is functioning properly.
6. Plans and coordinates the regular maintenance and cleaning of equipment such as the blowers, UV system, sewer auger and grit classifier. Reviews plans for equipment changes and provides assistance to contractors.
7. Trains and orientates Treatment Plan Operators in how to test and monitor the process and how to safely maintain equipment. Assigns and coordinates operators in the operation of the Treatment Plant.
8. Prepares monthly reports on the treatment plant and lagoon operation, maintains employee and technical records.

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| <p>9. Accept the supervisor safety roles and responsibilities as detailed in the safety program.</p> <p>10. Lead and maintain the department's specific safety requirements.</p> |
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QUALIFICATIONS

Essential	Desirable
Class 3 Wastewater Treatment Certificate and/or Class 2 Water Treatment Certificate, all to EOCP standards	Any class of Wastewater Collection Certificate and/or any class of Water Distribution Certificate, all to EOCP standards.
BC Driver's License Class 5	Graduate of Water or Wastewater Treatment Technology Program or equivalent.
Grade 12 or GED	
Several years of municipal work experience, in accordance with EOCP standards, in the operation, maintenance, repair of sewage and water equipment.	
Considerable knowledge of the standard practices, methods and equipment utilized in the operation, inspection and maintenance of sewage treatment plant, lagoons, pumping stations, lift stations and reservoirs.	
Considerable knowledge of testing, sampling and analysis of sewage and water, ability to read and interpret lab and testing equipment and to keep records.	
Ability to supervise and coordinate subordinates.	
Ability to read plans and blueprints.	