

## GREATER VANCOUVER REGIONAL DISTRICT

**Position Description: UTILITY SYSTEMS OPERATOR III (USO III) (G584)**

December 2001

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### PURPOSE OF POSITION:

Under the general direction of superiors, assist in all aspects of the operation and maintenance of a designated section of the water supply / wastewater collection systems.

### DUTIES AND RESPONSIBILITIES:

The duties described hereunder are intended to be representative of the position and are not to be considered as all inclusive.

- Operates, monitors and maintains the water supply and sewerage District facilities including dams, pumping stations, reservoirs, transmission lines, valve and meter chambers, sewers, manholes, pumping stations, grit chambers, flow meters, flow control devices, emergency generators and odour control equipment.
- Carries out regular inspections to ensure efficient operation and safety of facilities within the area, maintenance of access roads and to prevent encroachments onto easements.
- Inspects, troubleshoots and rectifies operational problems. Provides suggestions for system improvements.
- Carries out preventive and corrective maintenance tasks following established policies and procedures.
- Repairs water supply and sewer facilities and maintains equipment such as pumps, motors, valves, instruments, etc.
- Performs system inspections, sewer cleaning, alterations, lubrications, etc.
- Performs general repairs, housekeeping, painting, etc.
- Performs maintenance tasks including pipeline inspection, valve maintenance, reservoir cleaning, lake debris management, brush cutting, gravel, debris and windfall removal, bank repairs, etc.
- Operates power tools, mowers, chain saws, jackhammers, and vehicles to fulfill the needs of the position.
- Performs construction duties such as pipeline leak repairs, the raising and rebuilding of manholes and chambers, new waterline and sewer line connections, and road building.
- Works in compliance with all safety regulations and ensures that safe work practices are followed. Advises superiors of situations requiring review.
- Maintains operating records, submits work progress, time reporting, operations and investigative reports as required.
- Assists in the preparation of work schedules and estimates.

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- Provides direction and control of other staff as required, to ensure the work is carried out in a safe efficient manner.
- Trains junior staff in the standard operations and maintenance practices and procedures.
- May be called upon to perform any or all of the duties of the USO I or USO II.

**REQUIREMENTS:** (Minimum to fill position)

- Grade 12 education or equivalent (Supplemented by courses in electrical, instrumentation, flow monitoring or mechanical technology, construction technology, supervision, computers, etc.)
- Four (4) years or more experience in water or wastewater system operations and maintenance.
- Level III certification in Water Distribution through the “Environmental Operators Certification Program” (EOCP).
- Level 1 certification in Wastewater Collections through the “Environmental Operators Certification Program” (EOCP).
- Ability to interpret engineering drawings.
- Considerable knowledge of:
  - process and mechanical equipment;
  - control systems;
  - electrical and instrumentation equipment;
  - sewer repair and cleaning, and video inspection.
- The ability to effectively direct and supervise work of others.
- Ability to communicate effectively orally and in writing.
- Sound knowledge of the occupational hazards, WCB regulations, safety policies and procedures.
- Ability to use computer applications related to the position and duties. i.e. Computerized Maintenance Management System
- Physically capable of performing the duties of the position and willingness and ability to work shiftwork and/or stand-by/on call basis.
- Willingness and ability to undertake additional training related to the duties of the position. Demonstrated initiative and proven ability to work with minimal supervision.
- Valid B.C. driver’s license.