



Position Title: Regional Utilities Operator	Department: Environmental Services
Date: March 2025	
Reporting Manager Title: Manager of Utilities	
Reporting Supervisor Title (if applicable): Chief Regional Utilities Operator	

Position Summary:

Reporting to the Chief Regional Utilities Operator (or designate), the Regional Utilities Operator is responsible for coordinating activities, providing operational and maintenance services for regional water and sewer utilities, and offering leadership to junior operators. This BCGEU bargaining unit position emphasizes adherence to safety protocols, policies, and training to ensure efficient and reliable service delivery. The role may also involve covering other jurisdictions during extenuating circumstances.

Essential Duties and Responsibilities:

Operations & Maintenance

- Operate and maintain water and wastewater treatment processes, including filtration, disinfection, and biological treatment, ensuring optimal system performance.
- Conduct preventive maintenance, troubleshooting, and calibration of equipment to maintain operational efficiency.
- Perform system upgrades, such as connecting new water and sewer lines, and maintaining existing infrastructure through activities like flushing water mains and fire hydrant servicing.
- Respond promptly to system failures, contamination events, and other emergencies, making informed decisions to protect public health.
- Investigate and resolve system failures, ensuring corrective actions are timely and effective.

Supervisory Responsibility

- Assist the Chief Regional Operator in maintaining records and statistics for system compliance.
- Oversee training for contractors and staff, ensuring certifications and compliance are up to date.
- Monitor and evaluate performance of casual staff and contractors, providing guidance and corrective feedback.
- Notify the Chief Regional Operator or Manager of Utilities regarding safety concerns, including environmental incidents, training needs, or equipment issues.

Data Management & Reporting

- Record and analyze operational data using management systems to ensure regulatory compliance and internal analysis.

- Maintain and update water and sewer system inspection records and files.

Financial Resources:

- Order and purchase materials as required, ensuring cost-effectiveness.
- Provide input for annual budget preparation and recommend contractors when necessary.

Technical Expertise:

- **System Monitoring:** Proficient in monitoring water and sewer systems to ensure safety and reliability.
- **Maintenance & Repairs:** Skilled in maintaining pumps, valves, and other system components, including troubleshooting and repair work.
- **Equipment Operation:** Experience in operating and maintaining specialized water treatment and testing equipment.
- **Safety Protocols:** Knowledge of workplace safety regulations and the proper use of PPE.
- **Regulatory Compliance:** Ensure compliance with permits, certifications, and environmental standards.

Education, Experience, and Qualifications Required:

- **Minimum Certifications:** Level 2 in one EOCP (Environmental Operators Certification Program) discipline and Level 1 in another EOCP discipline.
- **Regional Preferences:**
 - **North CRD Region** (Quesnel Surrounding Area): Wastewater Collection and Wastewater Treatment certifications.
 - **Central and South CRD Regions** (Williams Lake and 100 Mile House Areas): Any of the four EOCP disciplines.
- Must possess/maintain a valid Driver's Licence.

Working Conditions:

Physical Environment: Work occurs in both indoor settings (treatment plants, booster pump stations) and outdoor locations for inspection and maintenance of pipelines and systems, often in various weather conditions.

Exposure to Chemicals and Biological Hazards: Handling of chemicals such as chlorine and disinfectants is required, along with potential exposure to biological hazards, including wastewater.

Noise and Odors: Frequent exposure to noise from machinery and equipment, as well as odors from wastewater and treatment processes.

Confined Spaces: Work may include accessing confined spaces such as valve vaults, manholes, and similar environments.

Physical Demands: Tasks involve lifting heavy equipment, climbing ladders, prolonged standing, walking, bending, reaching, and using tools and machinery.

Use of Personal Protective Equipment (PPE): PPE such as gloves, safety goggles, helmets, protective clothing, and respiratory protection must be used as necessary.

Safety and Training: Ongoing safety and vocational training are required to ensure compliance and maintain up-to-date skills.

Work Schedule: Regular and irregular hours, including emergency response requirements.

Stress and Responsibility: High responsibility for public health, requiring prompt response to system malfunctions, equipment failures, or contamination events to ensure safe drinking water and proper wastewater treatment. Independent problem-solving and collaboration with engineers, technicians, and other personnel to maintain system reliability.

Core Competencies Required for the Job:

This position requires proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework (refer to Appendix A for detailed descriptions).

Disclaimer:

This job description outlines the primary responsibilities and qualifications of the role. Additional tasks and duties may be assigned as needed to support team and organizational objectives.



Appendix A – For All Employees

Core Competency Framework for the Cariboo Regional District:

All employees of the Cariboo Regional District require proficiency in core competencies, as defined by the Cariboo Regional District’s Core Competency Framework.

Community and Service Orientation

- Dedication to delivering high-quality, accessible services for all communities
- Providing responsive, respectful service that reflects the Cariboo Regional District’s values and meets resident needs
- Demonstrating empathy, patience, and commitment to improving the quality of life for residents

Clear Communication

- Effectively conveying information to diverse audiences, including public presentations and written reports
- Actively listening to understand community concerns and respond with integrity
- Maintaining transparency in all interactions, ensuring clear, honest communication

Team Collaboration and Partnership Building

- Working effectively within and across teams to achieve shared goals
- Fostering cooperative relationships with municipal partners and community organizations
- Respecting and supporting diverse perspectives

Problem Solving and Accountability

- Identifying practical solutions to challenges with transparency and fiscal responsibility
- Using data and analysis to make informed, effective decisions
- Taking responsibility for actions and decisions, maintaining integrity and accountability



Project Management and Organization

- Planning and executing projects with a focus on community impact and resource efficiency
- Managing time and resources effectively, meeting deadlines and maintaining detailed records
- Adapting project plans to accommodate the needs of varied communities and changing priorities

Adaptability and Responsiveness

- Responding to changing needs and priorities across the Cariboo Regional District with resilience and flexibility
- Embracing continuous learning to stay relevant and effective in a dynamic regional context
- Demonstrating openness to feedback and willingness to improve

Cultural Sensitivity and Inclusivity

- Respecting and valuing the diversity within the Cariboo Chilcotin, including Indigenous and rural communities
- Fostering inclusivity and cultural awareness in interactions with residents and colleagues
- Demonstrating empathy and understanding for diverse community needs and values

Health and Safety Awareness

- Promoting a safety-conscious environment for both staff and residents
- Staying informed of relevant health and safety regulations
- Committing to safe practices in various settings, from urban to remote areas

Environmental Sustainability

- Advocating for environmentally responsible practices in all Cariboo Regional District projects
- Demonstrating commitment to conservation and sustainable use of natural resources
- Supporting initiatives that promote long-term environmental stewardship in the Cariboo Chilcotin



Emergency Preparedness and Crisis Management

- Coordinating effectively during emergencies, supporting community resilience
- Collaborating with local agencies and Indigenous communities for comprehensive crisis response
- Being prepared for quick, informed action in response to emergencies and natural disasters within the Cariboo Regional District

Leadership and Integrity

- Leading by example with honesty, ethical behavior, and commitment to the Cariboo Regional District values
- Inspiring and motivating others while fostering a culture of accountability and respect
- Acting as a positive role model, upholding high standards of professional conduct

Strategic Thinking and Regional Vision

- Aligning actions and goals with the Cariboo Regional District's mission to build vibrant, sustainable communities
- Anticipating future community needs and adapting strategies to address long-term goals
- Understanding broader trends that impact regional development, from social to environmental