



Position Title: 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 Utilities Operator plays a critical role within a dedicated team responsible for the safe, compliant, and efficient operation, maintenance, and oversight of regional water and wastewater facilities and conveyance systems. This BCGEU bargaining unit position emphasizes adherence to environmental and health regulations, proactive system optimization, and safety protocols. The Utilities Operator contributes to safeguarding public health and environmental sustainability, provides mentorship to junior staff, and may temporarily assume the responsibilities of the Regional Operator during their absence. Occasionally, in extenuating circumstances, the role may also extend to coverage for other jurisdictions.

Essential Duties and Responsibilities:

Operations & Maintenance

- Operate and maintain water and wastewater treatment processes, including filtration, disinfection, and biological treatment. Utilize advanced technologies and equipment to ensure optimal system performance.
- Conduct regular preventive maintenance to avoid malfunctions. Troubleshoot and calibrate equipment and systems to maintain operational efficiency.
- Respond promptly to equipment failures, contamination events, and other emergencies, making swift, informed decisions to protect public health and maintain system functionality.

Compliance & Safety

- Monitor and uphold provincial and federal regulatory standards, ensuring adherence to all environmental, health, and safety regulations.
- Maintain current knowledge of safety policies, procedures, and training requirements. Communicate safety and environmental concerns to management as necessary.
- Follow sustainable practices to minimize environmental impact, promoting responsible water and wastewater management within the Cariboo Regional District.

Data Management & Reporting

- Record and analyze operational data using SCADA and other management systems. Ensure all data is accurate and timely for regulatory compliance and internal analysis.

- Maintain thorough and organized records for permits, inspections, maintenance logs, training records, and compliance-related activities. Use data-driven insights to improve performance and uphold standards.

Team Leadership & Development

- Provide guidance and mentorship to junior operators, sharing best practices in safety, compliance, and operations.
- Support team development through ongoing learning and skills enhancement initiatives, fostering a culture of improvement and professionalism within the unit.

Stakeholder Communication & Coordination

- Engage effectively with diverse stakeholders, including regulatory agencies and community representatives, to address operational issues and ensure compliance transparency.
- Occasionally communicate with the public regarding water and wastewater operations, demonstrating responsiveness and clarity in all interactions.

Flexibility & Cross-Jurisdictional Support

- Cover for Regional Operators during absences and provide support across jurisdictions as needed. Exhibit flexibility in adapting to changing demands and regional requirements.

Financial Resources:

- Assist with ordering and purchasing materials responsibly to support operational needs.
- Monitor and submit card expense in accordance with organizational policies.

Technical Expertise:

- **Water Chemistry and Microbiology:** Apply principles of chemistry and microbiology to monitor water quality and treatment efficiency, ensuring compliance with regulatory standards.
- **SCADA Systems and Technology Tools:** Utilize SCADA (Supervisory Control and Data Acquisition) systems and other operational tools for data collection, analysis, and system management.
- **Advanced Treatment Processes:** Operate advanced treatment technologies, including chemical dosing, sedimentation, filtration, disinfection, and biological treatment systems.
- **Equipment Maintenance:** Conduct troubleshooting, calibration, and preventive maintenance of equipment to maintain system reliability and efficiency.

Education, Experience, and Qualifications Required:

- **Minimum Certifications:** Level I in two of the four EOCP (Environmental Operators Certification Program) disciplines.
- **Regional Preferences:**
 - **North CRD Region** (Quesnel Surrounding Area): Wastewater Collection I, or Wastewater Treatment I with a Level I secondary discipline.
 - **Central CRD Region** (Williams Lake Surrounding Area): Any Level I certification in one of the four EOCP disciplines, with a secondary Level I discipline.

- **South CRD Region** (100 Mile House Surrounding Area): Water Distribution I, or Water Treatment I with a Level I secondary discipline.
- Must maintain a valid Driver's Licence.

Working Conditions:

Flexibility and Adaptability: Required to be flexible and adapt to changing work demands, including responding to regular and irregular hours.

Physical Environments: 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.

Teamwork and Independent Work: Involves both collaborative work with engineers, technicians, and other personnel and independent tasks requiring self-motivation.

Data Management and Reporting: Accurate record-keeping and reporting are essential, with regular use of computer systems and software for data entry and analysis.

Stress and Responsibility: Responsible for public health standards, requiring prompt response to system malfunctions, equipment failures, or contamination events, often under pressure to ensure safe drinking water and proper wastewater treatment.

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