



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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**JOB TITLE:** WASTEWATER TREATMENT TECHNICIAN      **SCHEDULE:** C  
CERTIFIED (Progressive)

**DIVISION:** UTILITIES DIVISION      **PAYGRADE:** 8 - 13

**DEPARTMENT:** CIVIC OPERATIONS

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## **JOB SUMMARY:**

Wastewater Technicians are responsible for work on the City's storm/sewer lift station and treatment facility infrastructure which involves equipment operation, inspecting and servicing parts and equipment, completing preventative maintenance measures as scheduled, maintaining equipment plant systems records, and maintaining building and grounds. Incumbents may progress to higher level technician positions as the requisite certification and experience is obtained. The work is similar at all cert levels but as incumbents achieve higher levels of EOCP certification, the work becomes increasingly complex and independent judgement and problem solving is required. Performs related duties. These positions are subject to Schedule D hours.

## **MAJOR RESPONSIBILITIES:**

### **LEVEL ONE TECHNICIAN:**

**Under the general supervision of the Wastewater Technician Foreman, performs repair and maintenance functions to Wastewater facilities by:**

- reading and recording information from motors, flow recorders, pressure/vacuum gauges and any other equipment, as required;
- utilizing and adjusting computerized maintenance systems;
- operating equipment including, but not limited to, bar screens, grit removal apparatus, pumps, air and gas blowers, mixers, and valves;
- ensuring proper operation of trickling filters, solids contact tanks and primary and secondary clarifiers;
- operating turbines, generators and related equipment;
- carrying out equipment servicing and preventative maintenance work as outlined in work schedules, and involving oiling, greasing and minor repairs, and reporting major repair work to the supervisor;
- assisting in major repairs and maintenance and installation of equipment as directed;
- maintaining the appearance of buildings and grounds in a neat and tidy order;
- cleaning out the rock pit, screens, grit tanks, solids contact tanks, clarifiers, anaerobic digesters, chlorine contact tanks, wet-wells and sumps as required;
- operating scum skimmer systems, anaerobic digesters, process and building heating systems, and ventilation systems;

- operating dewatering equipment, biosolids dump truck and screenings dump truck as required;
- monitoring SCADA and making process changes as required;
- conducting chemical analysis tests in the laboratory on wastewater and water;
- collecting wastewater samples for chemical and bacteriological analysis;
- inspecting treatment process and undertaking corrective action on treatment facilities;
- attending storm/sewer lift stations and wastewater treatment facilities on emergency call-outs when required;
- performing confined space entry;
- assisting higher level technicians as directed;
- providing lectures and tours of operations and processes as approved by the supervisor
- performing other related duties as required.

**Performs physical activities such as:**

- lifting and carrying objects weighing up to 50 lbs./23 kg.;
- confined space
- walking, standing, bending, lifting, and carrying for extended periods of time;
- using common hand–tools needed for routine maintenance and repair tasks for extended periods of time;
- working outside in all weather conditions;
- being exposed to noxious odors, raw and/or treated sewage, and dirty conditions.

**QUALIFICATIONS:**

**Education:** Completion of Grade 12. Graduation from a technological training program related to Wastewater Treatment. A valid EOCP Wastewater Treatment Certificate, Class I.

**Experience:** One year of experience in wastewater treatment or a related field.

**Knowledge & Skills:** As listed at end of document.

**LEVEL TWO TECHNICIAN:**

**The responsibilities of a level two Technician are the same as a Level One Certified Technician with the following additional responsibilities:**

- directing other technicians, trades people and contractors in the maintenance and construction activities of facilities;
- maintaining computerized maintenance systems;
- carrying out more complex maintenance functions;
- supporting the development of and supervising safety related programs and activities;
- assisting in the training and development of level one technicians through technical and seconded training.

**Education:** Completion of Grade 12. Graduation from a technological training program related to Wastewater Treatment. A valid EOCP Wastewater Treatment Certificate, Class 2.

**Experience:** Two (2) years of related operating experience.

**Knowledge & Skills:** As listed at end of document.

**LEVEL THREE TECHNICIAN:**

**The responsibilities of a level three Technician are the same as a Level One and Two Certified Technician with the following additional responsibilities:**

- assisting in the development of level one and two technicians through technical and seconded training;
- adjusting computerized maintenance systems as required;
- assisting in the development of maintenance schedules and tasks;
- providing input into the development of capital and operational programs;
- compiling data and assists in compiling reports;
- issuing work orders as required;
- ordering of equipment and services as required.

**Education:** Completion of Grade 12. Graduation from a technological training program related to Wastewater Treatment. A valid EOCP Wastewater Treatment Certificate, Class 3.

**Experience:** Four (4) years of related operating experience.

**Knowledge & Skills:** As listed at end of document.

**LEVEL FOUR TECHNICIAN:**

**The responsibilities of a Level Four Technician are the same as a Level One, Two and Three Certified Technician with the following additional responsibilities:**

- assisting in the development of Level One, Two and Three Technicians through technical and seconded training;
- assuming the duties of the Chief Operator if required;
- recommending operational and procedural changes to optimize operations;
- supervising and carries out complex maintenance and capital work;
- assisting in the development of budgets;
- assisting in the development and execution of maintenance and operational programs
- preparing reports to regulatory agencies as required.

**Education:** Completion of Grade 12. Graduation from a technological training program related to Wastewater Treatment. A valid EOCP Wastewater Treatment Certificate, Level 4.

**Experience:** A minimum of four (4) years of related operating experience in a minimum Level 3 Wastewater Treatment plant.

**Knowledge and Skills (all levels):** Ability to understand electrical and mechanical problems relating to the operation of Wastewater Treatment Plants and lift stations. Ability to understand and troubleshoot wastewater treatment processes and lift station problems. Ability to safely use the tools and equipment related to the work. Ability to teach, train, and aid in the development of junior technicians. Demonstrated initiative and problem solving skills. Ability to support individual exercises on quality improvement. Ability to keep abreast of a changing work environment. Demonstrated ability to follow safe work procedures. Ability to perform semi-skilled mechanical and building repairs. Ability to recognize, report and/or rectify actual and potential safety hazards. Sufficient physical strength and stamina to perform the required duties. Ability to climb ladders and be comfortable working at heights. Knowledge of confined space procedures, Demonstrated mechanical aptitude. WHMIS and Transportation of Dangerous Goods. Ability to work independently, considerable knowledge of and demonstrated expertise using a variety of computer applications related to the work. Good verbal and written communication skills. Excellent interpersonal skills to build and maintain cooperative working relations with other City employees. Ability to pass on knowledge to other members of the team. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as external and internal customers. Demonstrated commitment to customer service. Ability to work within and contribute to, a proactive team environment. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including, but not limited to: bullying and harassment, working alone, and other significant hazards.

Valid BC Driver's License:	Yes - Valid B.C. Driver's License, full-privilege Class 3 with Air Endorsement.
Vehicle Usage:	Yes.
Police Information Check:	No.
Baseline Hearing Test	Yes

**Prepared by:** Marco Fornari / Diane Bourret  
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