The Corporation of the District of Oak Bay
Job Description

Job Title:	**Pumps and Valves Utility Operator**	**Position Number:**	
Department:	Engineering and Public Works	**Pay Grade:**	PG8
Supervisor	General Foreman - Water and Wastewater Operations	**Position Status:**	Regular – Full Time
Effective Date:	November 2026	**Position Type:**	Union
Reviewed or Amended Date:		**Approved by:**	Superintendent of Public Works

Job Purpose:

Reporting to the General Foreman – Water and Wastewater Operations, the Pump and Valves Utility Operator is responsible for the inspection, maintenance, repair, testing and operation of pumps, valves, PRV stations and related infrastructure supporting the District of Oak Bay water, sanitary sewer and storm drainage systems.

The position performs skilled technical and operational work related to preventative and corrective maintenance, emergency response, SCADA monitored systems, and backflow prevention devices. The work requires sound judgement and independence in responding to operational and emergency situations while working collaboratively with supervisors, utility operators, contractors, Oak Bay's Electricians and other Public Works staff.

Duties and Responsibilities:

- Installs and maintains valves, PRV stations and related components, loads test installations, installs, inspects, services, repairs and tests related instrumentation and a variety of specialized valves such as pressure reducing valves, pressure reducing retaining valves and blow-off valves in the shop or on site, performs the annual overhaul of PRV's and measures and records static and residual pressure and flow rates using a flow meter.
- Inspects the operating condition of sanitary sewer and storm drain pump stations, clears obstructions in wet wells and pumps, back-flushes gate valves and check valves, cleans various station components, inspects mechanical equipment, pumps and control panels. This work may be done in collaboration with Oak Bay's Electricians.
- Diagnoses and evaluates the performance and anomalies in the operation of water systems and components, including monitoring SCADA and responding to alarms.
- Oversees dead end flushing and unidirectional flushing programming.
- Ensures the regular testing of back-flow prevention devices and performs necessary repairs.
- Works closely with other Public Works technical positions to ensure optimal performance of all water infrastructure systems and components.
- Installs, maintains, and organizes lockout equipment and provides operational guidance and direction for confined space entry, lockouts and de-energization in accordance with the District of Oak Bay Health and Safety Manual and WorkSafe BC policies and procedures.
- Prepares statements of work for identifying capital projects.
- Ensures appropriate system specifications and standards are adhered to.
- Provides advice and recommendations regarding new equipment and upgrades.

- Participates in the optimization of the preventative maintenance distribution and transmission programs (including water quality flushing and planning of maintenance programming).
- Prepares and/or updates related program documents, standard operating procedures, and facility guides for related components and processes.
- Maintains CRD Cross Connection Portal and submits all required paperwork.
- Supervises Fitter II maintenance activities and ensures accurate completion of electronic records.
- Provides training and guidance to Utility Operators and others, as required.
- When required, fills in for General Foreman of Water and Wastewater Operations.
- As required, reviews design drawings and recommends alternative designs in conjunction with the Supervisor/Manager.
- Responds to emergency callouts as required.
- Performs all work in a safe manner compliant with District of Safety Policies, Practices and Procedures.
- Performs other related duties as required.

Demonstration of the District's Workplace Values - CARE:

- **Connected** means we serve the community and each other with friendliness, kindness, professionalism, and respect – working as one team, sharing knowledge and supporting one another.
- **Accountable** means we do what we say we will do, take pride in our work and act with integrity.
- **Responsive** means we believe that finding better ways to serve is part of our growth and that progress and personal connection can co-exist.
- **Effective** means we deliver sustainable results in ways that nourish people.

Required Knowledge, Abilities & Skills:

- Thorough knowledge and understanding of plumbing, hydraulics, and water quality.
- Thorough knowledge and understanding of the Water Distribution and Transmission systems, PRV/CV operations, unidirectional flushing programming, including related systems and components.
- Thorough knowledge of and experience with the occupational hazards and the proper safety procedures, including lock and de-energization and confined space entry and rescue, required to perform the work.
- Excellent working knowledge in the operation of a personal computer and a variety of software programs including SCADA, MS Office and SharePoint.
- Excellent written and verbal communications, interpersonal and customer service skills.
- Demonstrated organization and time management skills.
- Proven ability to work under pressure during emergency situations while maintaining a high level of professionalism.
- Ability to work independently using good judgement to solve problems and make complex decisions.
- Demonstrated leadership and organizational ability, including the ability to make decisions in the field, to direct, teach and motivate staff, and to convey instructions clearly and effectively.
- Ability to read and interpret engineering plans, blueprints, and other drawings.
- Ability to work outside in all types of weather conditions and demonstrate sufficient strength and ability to carry out required work.
- Ability to work in a variety of different environments, including but not limited to confined spaces, outdoors, on roadways, etc.

Qualifications:

- High School Graduation

• Four (4) years of recent related experience in the operation and maintenance of water distribution and/or wastewater collection systems.
Required Licenses, Certifications and Registrations
• EOCP Water Distribution Level 2 • EOCP Wastewater Collection System Operator Level 1 • Confined Space Entry (Work Safe recognized training) • BCWWA Cross Connection Control • A valid BC Driver's License • BCWWA Water Quality & Sampling (Water & Wastewater) is an asset • Traffic Control Certification is an asset • **Occupational First Aid Level 1 is an asset**