



# Job Description

## Utility Seasonal Worker - Erickson

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Water Operations Supervisor

**TITLE OF IMMEDIATE SUBORDINATES:**

**DEPARTMENT:** Environmental Services

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### SUMMARY OF POSITION:

The Utility Seasonal Worker assists the Water East Utility Team in the operation and maintenance of RDCK water services as directed.

### ROLE AND RESPONSIBILITIES:

Under the direction of the Water East Operations Supervisor, responsibilities include, but are not limited to:

1. Assists in the operation and maintenance of RDCK intakes, dams, pumping facilities, treatment facilities, reservoirs and distribution systems.
2. Undertakes preventative maintenance program works as directed.
3. Maintenance of Operation & Maintenance records.
4. Water quality sampling and chlorine residual sampling.
5. Responds to complaints and queries from the public.
6. Assists with emergency shut offs and repairs.
7. Liaison with other utilities workers for location of underground works.
8. Maintenance of RDCK waterworks buildings.
9. Flow data collection.
10. Work in coordination with contractors and consultants on small to large projects.
11. Work in coordination with other RDCK departments, governing bodies and regulators.
12. Comply with RDCK Occupational Health and Safety Program.
13. Other duties as required.

### REQUIRED QUALIFICATIONS AND EXPERIENCE:

- High School Diploma or equivalent
- 1 year experience working in a trade or labor-focused environment
- WHMIS
- Current BC Drivers License with satisfactory Drivers Abstract

- Satisfactory Criminal Record

**PREFERRED QUALIFICATIONS:**

- Water Distribution Level 1
- Water Treatment Level 1
- Confined Space Entry
- Trenching Safety

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Construction and/or plumbing experience preferred.
- Basic to moderate skills in construction, labor and use of power tools.
- Familiarity with relevant provincial and federal Acts, Regulations and Guidelines, or willingness to learn and comply.
- Ability to work within established RDCK policies and procedures.
- Ability to communicate effectively, in oral and written form.
- Ability to understand technical manuals.
- Experience with Microsoft Word, Excel, and Outlook.
- Ability to work independently as well as in a group environment as part of a team.

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Representative Name

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date