

UTILITY OPERATIONS COMPLIANCE SPECIALIST

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| UNION OR EXEMPT: Bargaining Unit | DEPARTMENT: Infrastructure Services |
| SALARY LEVEL: Grid 1, Band 16 (under review) | DIVISION: Utility Services - Operations |
| LOCATION: Mason Road Works Yard | SUPERVISOR: Utility Operations Superintendent |
| APPROVED BY: GM, Infrastructure Services | UPDATED: April 2026 |
| POSITION HOURS: 37.50 | |

Replaces: *New*

SUMMARY:

Reporting to the Utility Operations Superintendent, this role provides technical expertise and oversight within the division, meeting the expectations of internal and external customers, ensuring compliance with all regulatory, environmental, and safety mandates, and ensuring that water and wastewater systems are managed in strict accordance with provincial health standards, environmental permits, and occupational health and safety protocols.

KEY RESPONSIBILITIES *include:*

1. Maintains up to date knowledge pertaining to municipal drinking water, wastewater and safety regulations, policies and best practices.
2. Develops and maintains safe work procedures, lock out procedures, and transportation dangerous goods procedures and trains staff on the use of procedures.
3. Develops and maintains operating plans and emergency response plans for water and wastewater systems and trains staff on the use of procedures.
4. Writes monthly, quarterly, semi-annual and annual reports for water and wastewater facilities, water and wastewater licenses and permits.
5. Completes non-compliance reporting for water and wastewater systems and environmental flow needs and adaptive management plans.
6. Implements adaptive management plans and conducts field work, including sampling, creek flow verification and reporting to internal and external stakeholders.
7. Completes technical analysis on facility data and water and wastewater sample results.
8. Develops and maintains Utility Operations Health and Safety programs including lone worker, confined space entry, lock out/tag out and trains staff on the use of programs.
9. Completes snow surveys and reports results to applicable internal and external stakeholders.
10. Develops and maintains asset inventories, works with Asset Management to develop and maintain asset lifecycle information.
11. Maintains and inspects safety equipment.
12. Responds to public concerns or complaints regarding water quality.
13. Assists with drafting and reviewing RFPs, reviews tender documents, and external reports.

TYPICAL ACTIVITIES *include:*

1. Develops and implements procedures and plans in accordance with all regulatory requirements.
2. Collects, ships, interprets results and completes reporting for water, wastewater and environmental sampling.
3. Develops and implements monitoring schedules to meet Ministry requirements.
4. Assists with capital project planning and design, providing technical advice in the design or review process.
5. Conducts training and development on use of procedures and plans.
6. Creates and maintains electronic data and paper records.
7. Develops and maintains Safe Work Procedures (SWPs).
8. Performs other duties as required.

EDUCATION AND EXPERIENCE:

- Grade Twelve (12) or equivalent.
- Two (2) years post-secondary education specific to water and/or wastewater treatment, or equivalent.
- Certification in the Environmental Operators Certification Program with a minimum of:
 - Water Treatment Level III (Level IV preferred)
 - Water Distribution Level III
 - Wastewater Treatment Level III
 - Wastewater Collection Level I
- Minimum five (5) years' experience in water treatment, water distribution, wastewater treatment and wastewater collection inclusive of at least three (3) years working in Class III or Class IV systems, engaging with Regulatory Authorities and maintaining adherence to regulatory requirements.
- OFA Level I First Aid certificate with transportation endorsement, Confined Space Entry & Rescue certification, forklift certification, fall protection certification, Transportation of Dangerous Goods (TDG) certification.
- Valid B.C. Class 5 Driver's license

OTHER SKILLS/KNOWLEDGE

- Proficient ability in using all hand tools, power tools and shop tools.
- Proficiency in MS Office including Word, Excel, PowerPoint, Outlook, Teams and SharePoint.
- Ability to communicate effectively with internal and external contacts while maintaining a high level of professionalism and ability to build relationships with various stakeholders.
- Ability to remain calm and work professionally during an emergency.
- Ability to organize and prioritize workload to meet operating requirements
- Ability to work effectively in a team environment.
- Physically capable of performing the requirements and duties of the position.
- When necessary, backfills for the Utility Technician II.