



Utility Person I

Employer: Village of Cumberland

Location: Cumberland, BC, Canada

Type: Permanent Full Time

Hours Per Week: 37.5 hours per week

Reporting To: Public Works Foreman

Position Type: CUPE Local 556

Salary: \$36.07 per hour (2024)



Are you looking to build your skills in water and wastewater systems while contributing to the well-being of your community? The Village of Cumberland is hiring a **Utility Person I**, a hands-on role that supports the operation, maintenance, and repair of the Village's water supply, wastewater, and storm collection systems. Working closely with a Utility Person II, you'll assist with troubleshooting, testing, and adjustments to ensure the smooth operation of essential services. If you're a team player with a passion for municipal infrastructure maintenance and operation and a commitment to maintaining active operator status, we encourage you to apply.

About The Role:

Reporting to the Public Works Foreman, this position involves a variety of tasks related to the operation and maintenance of the water, wastewater and storm systems.

Key responsibilities include:

- Assist in the operation, maintenance, and repair of water supply, wastewater, and storm collection systems, as well as related equipment and facilities.
- Support the operation of the Village's water treatment plant and wastewater treatment facilities, including performing tests and making adjustments as needed.
- Troubleshoot and resolve issues within the water and wastewater systems to ensure the efficient delivery of the essential services.
- Maintain active operator status and adhere to all safety, environmental, and regulatory standards in daily operations.

What we Offer

- A collaborative and supportive work environment that values work-life balance.
- Opportunities for professional growth and impactful contributions to the community.
- A chance to make a positive difference in a vibrant and engaged community.



About Cumberland

Nestled in the mountains of the beautiful Comox Valley on Vancouver Island, the Village of Cumberland offers a unique blend of natural beauty, cultural richness, and outdoor adventure. The Village is a progressive municipality known for its proximity to outstanding outdoor recreation, a thriving food and beverage scene, and world class arts and music. The community boasts an internationally recognized trail network, lakes, streams, and a mature rainforest. Saltwater beaches and Mount Washington Alpine Resort are just a short drive away.

Qualifications

The ideal candidate will possess:

- EOCPC certification in Water Distribution 1, Water Treatment 1, Wastewater Collection 1, and Wastewater Treatment 1.
- Five (5) years of related experience in water and wastewater treatment, water distribution and wastewater collection.
- Familiar with standard practices, procedures, bylaws, codes, regulations, tools and equipment to operate, maintain and repair water, wastewater and storm systems.
- Working knowledge of water supply and wastewater systems, treatment processes, equipment and related facilities.
- Knowledge of industry maintenance standards and practices.
- Ability to read and interpret gauges, plans, drawings
- Proficiency in administrative tasks and the preparation of accurate reports and records.

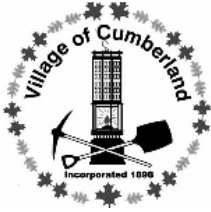
Licensing and Assessment Criteria

- Class 5 driver's license
- Criminal record check

How to Apply

Please submit your resume and cover letter to hr@cumberland.ca by 4:00 pm February 27, 2025.





The Corporation of the Village of Cumberland

JOB DESCRIPTION

Job Title: Utility Person I	Department: Operations	Supervisor's Title: Public Works Foreman
Classification: Union		Date: February 20, 2018

POSITION SUMMARY

The Utility Person I, who takes direction and works closely with the Utility II Person, is responsible for assisting with operating, maintaining, and repairing the water supply, wastewater and storm collection systems, equipment and related facilities of the Village of Cumberland - including assisting in the operation of the water treatment plant and wastewater treatment facilities; troubleshooting and resolving problems; performing tests and making adjustments as required. The Utility I Person must maintain active operator status.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Installs, maintains, repairs, monitors, and tests waterworks equipment, water mains and services, fire hydrants, valves, pumps, meters, hydraulic controls, facilities, dam structures, and other appurtenances required for the operation of the water systems, including emergency repairs during or after hours.
2. Constructs and/or installs, maintains, cleans and repairs sewers and storm drainage systems, manholes, pumps, lift stations and force mains in accordance with Village bylaws, policies, procedures, engineering design standards and specifications, and proper utilities construction and maintenance practices.
3. Performs other sanitary collections system maintenance including inflow inspections and investigations to reduce clear water infiltration, and performs smoke testing, dye testing, and flushing.
4. Assists with Inspections and performs preventative and corrective maintenance on all utility related infrastructure.
5. Locates and repairs existing utility services and distribution/collection system infrastructure.
6. Performs various manual tasks such as digging trenches, laying pipes, traffic control, etc; uses various hand tools such as gas detector, pipe locator, tapping machine, sewer camera and power equipment such as compressor, jackhammer, drills, etc.
7. Assists with water treatment including repairs equipment changing of chlorine cylinders,

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and responds to and repairs chlorine leaks and related equipment.

8. Assists with water samples and/or performs water tests, including but not limited to chlorine residual, turbidity, and coliform group bacteria. .
9. Inspects connections to the water system and advises the Utility II Person or Public Works Foreman.
10. Maintains and repairs equipment utilized in the repair and maintenance of municipal utility facilities.
11. Assists with maintaining computerized and manual records related to service and repair work performed; tracks, reports, interprets information and adjusts maintenance schedules, follows up on required maintenance and operation documentation.
12. Investigates public inquiries and utility related emergencies such as water service leaks and main breaks, assess the situation, determines proper action, performs the necessary repair work to resolve the problem or requests appropriate parts, equipment, staff and or contractors to resolve problems.
13. Reviews files and plans of utility systems and components; updates files as appropriate.
14. Keeps accurate records such as maintenance, inventory, water tests, as-builts, etc.
15. Performs periodic dam inspections, maintains a logs and records, and reports any concerns or deficiencies to the Public Works Foreman.
16. Participates in the standby rotation schedule and responds to emergency callouts.
17. Undertakes other assigned duties and projects as required.
18. Performs other related duties and assists other crews in the construction, repair and maintenance of public infrastructure as required.

MINIMUM QUALIFICATIONS:

Education Requirements:

- Completion of Grade 12 or equivalency

Training, Certification and Licenses

- WHIMIS Certification
- Chlorine Handling
- Confined Space Entry
- EOCP Certification for the following:
 - Water Distribution Level 1
 - Water Treatment Level 1
 - Wastewater Collection Level 1
 - Wastewater Treatment Level 1

- Class 5 Drivers license with Air Endorsement

Experience:

- Five years of related experience in water and wastewater treatment with water distribution & sewer collection.
- Related experience in the repair and maintenance of municipal infrastructure.

Knowledge, Skills and Abilities:

- Familiar with standard practices, procedures, bylaws, codes, regulations, methods, tools and equipment used to operate, maintain, and repair the water, wastewater, and storm systems and equipment including standard methods for bacteriological sampling and testing, cross-connection control and water disinfection.
- Working knowledge of provincial statutes, regulations, and guidelines pertaining to Safe Drinking Water, Dam Operations and Inspections, and wastewater treatment and disposal.
- Working knowledge of the water supply systems, treatment process, equipment and related facilities.
- Knowledgeable in water distribution processes such as pressure control, flushing, sampling and metering; water treatment processes such as chlorination and UV treatment.
- Knowledge of industry maintenance standards and practices.
- Will need to acquire working knowledge of relevant manuals, guidelines, procedures, Village policies and bylaws related to the duties of this job.
- Working knowledge of WorkSafeBC regulations and safe work procedures.
- Ability to read and interpret gauges, plans, drawings, meters, charts and manuals.
- Ability to perform tasks with minimum supervision and to exercise good judgment and independence when responding to emergency calls or other situations.
- Good knowledge of pump stations, monitoring methods, techniques, materials, tools and equipment used in the maintenance and construction of gravity sewer systems including pump stations and foremains.
- Working knowledge of alarms and telemetry systems (SCADA) in the utility industry.
- Ability to communicate effectively both orally and in writing and to relate effectively with co-workers, contractors and the public.
- Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Ability to operate assigned vehicles and equipment.

- Computer skills (Microsoft programs including Excel and Word).
- Skill in the use and repair of a variety of tools and equipment related to the work.
- Good ability to use mathematical formulas in determining volume, flow, chlorine levels etc.
- Physical ability to lift heavy objects, work in awkward positions and confined spaces; frequently stand and walk throughout the day and work in inclement weather.

POSITION SALARY:

The wage for this position is per Schedule A of the agreement between CUPE Local 556 and The Corporation of the Village of Cumberland.

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of _____, 20___.		
_____ Manager's Name	_____ Signature	_____ Date
_____ CAO Name	_____ Signature	_____ Date
I have read and understand this job description:		
_____ Employee's Name	_____ Employee's Signature	_____ Date