**Job Description – Water System Operator Assistant**

**Ootischenia Improvement District**

The Water System Operator is generally responsible for the efficient operation of the water system and the delivery of safe and pleasant water. The position works in cooperation with the Administrator to ensure responsible management of the OID assets, and is accountable directly to the Board of Trustees. The Water System Operator Assistant performs these same duties under the supervision of the Water System Operator.

The Assistant Operator will be expected to follow the process established by the Environmental Operators Certification Program (E.O.C.P) to attain certification in a “learn through experience and training” program.

**Technical Duties of the Water Operator/assistant**

* Hygienically collect water samples to be analyzed by a Provincially certified laboratory.
* Rapidly respond to customer emergencies.
* Monitor, and adjust as needed, various control system inputs.
* Respond to automated distribution system alarms.
* Perform regular preventative maintenance activities associated with water distribution facilities.
* Maintain pumps, valves, fire hydrants, reservoirs, pressure stations and telemetry communication equipment.
* Install, maintain and repair all connections to the water system.
* Emergency Response activities.

**Administrative Duties of the Water Operator/assistant**

* Document all activities, adjustments and interactions in a daily journal.
* Respond to requests for utility location information.
* Provide or contribute to monthly reports to the Board of Trustees.
* Apply for all permits related to sub surface activities.
* Maintain all records as required on the Interior Health licence to operate.
* Assist in resident education of water use regulations.
* Deliver notices to residents informing them of water system updates.

**General Duties**

The position of Water Operator is a rewarding career with a great potential for advancement. The duties performed are varied and include water distribution system operation, building maintenance, public relations, interaction with regulatory authorities and many other general business operation activities.