



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: UTILITY OPERATOR I
DEPARTMENT: PUBLIC WORKS UTILITIES
POSITION TYPE: UNION POSITION
PAY GRADE: PAY GRADE 5
LAST UPDATED: SEPTEMBER 2026 (under review)

NATURE AND SCOPE OF WORK

Reporting to the Manager of Roads & Utilities, with functional supervision from the Supervisor of Utilities, the Utility Operator I is responsible for performing skilled labour and operational support work related to the inspection, maintenance, repair, and construction of the City's wastewater collection and stormwater systems. The incumbent participates in a variety of field operations, including underground utility repairs, infrastructure inspections, lift station maintenance activities, system cleaning, construction support, and emergency response activities.

As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

TYPICAL DUTIES AND RESPONSIBILITIES

- Assist in the operation, maintenance and repair of the wastewater collection system, including mains, services and lift stations.
- Monitor the wastewater collection system performance using SCADA.
- Assist in the operation, maintenance and repair of storm drainage systems, including both open and closed systems.
- Assist with the excavation, installation and repair activities of underground utilities
- Perform preventative maintenance and inspections of sanitary and drainage infrastructure.
- Clear and maintain culverts and ditches.
- Operate a variety of tools and small equipment.
- Haul, load and unload materials, supplies and equipment.
- Perform Traffic Control Person (TCP) duties and direct traffic as required.
- Assist with snow and ice control, road maintenance and other municipal operations as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the principles, methods and practices used in the operation and maintenance of wastewater collection and storm drainage systems.
- Knowledge of underground utilities, installation methods and safe excavation practices.
- Basic mechanical and electrical knowledge related to sanitary lift stations and pumps.
- Ability to read and interpret maps, plans and technical documents.



- Sufficient physical strength, stamina and coordination to perform manual work in a variety of weather and site conditions.
- Knowledge of applicable safety regulations and procedures, including trenching, confined space entry and traffic control.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with supervisors, employees and members of the public.
- Knowledge of applicable WorkSafeBC regulations and City of Colwood safe work procedures related to Public Works operations.
- Demonstrated proficiency in the core competencies of:
 - Adaptability: Willingness to be flexible in a changing environment.
 - Relationship Building: Establish and maintain respectful and cooperative working relationships.
 - Effective communication: Communicate effectively with others.
 - Problem Solving: Recognize and act to resolve problems.
 - Organization: Organize the work so that others will understand and will be able to achieve the City's goals as communicated by senior staff.
 - Customer Focus: Provide excellent service to both internal and external customers.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Minimum two (2) years experience directly related to the work to be performed.
- Experience in the operation of Sanitary Lift Stations
- Experience in the construction and maintenance practices of sanitary and drain networks.
- Experience working around various pieces of mobile construction equipment
- Experience working in and around underground excavations
- Snow plowing/clearing experience is an asset.
- Experience with light to heavy machinery is an asset.
- Confined Space Entry Training is an asset.
- Fall Protection Training is an asset.
- Heavy Trailer Endorsement or Class 3 License is an asset.

**An equivalent combination of education/training and experience may be considered.*

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

1. Completion of Grade 12 or equivalent
2. Possession of a valid BC Driver's License, minimum Class 5, with air brake endorsement
3. EOCP Wastewater Collection Level I
4. Possession of a valid Traffic Control Person Certificate



Working Conditions / Job Environment

Work is performed primarily in field environments and involves exposure to varying weather conditions, construction sites, traffic, confined spaces, and underground utilities infrastructure such as wastewater systems. The incumbent must have sufficient health, physical condition, strength, stamina, and coordination to perform all duties safely.

Some scheduled and unscheduled overtime may be required, including responding to emergency callouts.