



**Penticton Indian Band**  
 841 Westhills Drive  
 Penticton, British Columbia V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

**Employment Opportunity**

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

|                        |   |                        |                   |   |
|------------------------|---|------------------------|-------------------|---|
| <b>Position Title:</b> | <b>Utilities Supervisor</b>                         | <b>Classification:</b> | 7                 | \$30-\$37 per hour<br>(Based on certifications & experiences) |
| <b>Department:</b>     | Infrastructure                                      | <b>Type:</b>           | Supervisory       |   |
| <b>Status:</b>         | Full- time, Permanent                               | <b>Working hours:</b>  | 35 hours per week |   |
| <b>Responsible To:</b> | Utilities Manager and/or Director of Infrastructure |                        |                   |   |
| <b>Location:</b>       | 841 Westhills Drive, Penticton, BC V2A 0E8          |                        |                   |   |
| <b>Deadline:</b>       | August 31, 2022                                     |                        |                   |   |

**Job Summary:**

Reporting to Utilities Manager and the Director of Infrastructure, the Utilities Supervisor is responsible for field support in the maintenance and operation of the public works department including: roads, water, waste water, reservoirs, dams, lawn care, mowing, pruning, irrigation, litter pickup, daily equipment maintenance and repair scheduling.

**Core Competencies:**

- Accountability & Dependability
- Teamwork
- Problem solving
- Communication
- Flexibility
- Continuous improvement
- Leadership
- Organization
- Ethics and Integrity

**Duties/Responsibilities:**

**Job Responsibilities and Work Performed**

- Responsible for all quality issues related to water treatment, maintains accurate records and reporting requirements for Provincial and Federal regulations.
- Performing general and technical assignments in researching, analyzing, monitoring, and reporting within the department.
- Responsible for plant operations, pump stations, reservoirs, infrastructure maintenance, budgeting/cost control and capital improvements.
- Organizing the approach and response to demands and needs for construction, repair and maintenance of the water treatment systems, equipment, and facilities.
- Analyze Federal, Provincial, and Local regulations and ensures regulatory compliance.
- Provide safe water for the citizens of the Penticton Indian Band that meets the Canadian Drinking Water Guidelines by optimizing treatment processes and keeping well-informed of new treatment technologies.
- Evaluate current treatment costs and anticipated future costs, track and trend expenses related to the treatment of water and maintenance of infrastructure, reducing costs, if possible, without compromising quality.
- Point of contact with Interior Health Authority regarding all water quality issues within the City.
- Liaising with the Okanagan Basin Water Board.

- Ensuring compliance with City safety policies, rules, regulations, bylaws, and policies.
- Create annual operations budgets, annual, five- and ten-year capital budgets.
- Review, tender and award chemical contracts, equipment purchases, engineering contracts and general operations and maintenance purchases.
- Maintain and operate pump stations, reservoirs and data collection instrumentation in accordance with standard operating procedures.
- Schedule and track maintenance procedures using software.
- Create and maintain Emergency Response Plans for all key infrastructure that address infrastructure failures.
- Developing and implementing department goals, objectives, and priorities.
- Supervision of Water Treatment Plant employees, including training, employee development and daily work assignments. Includes staff and self-development, preparation, and communication of work schedules.
- Respond to public concerns regarding water quality and provide information to the Utilities Manager, Director of Infrastructure, Civil Engineer Technologist on matters of interest regarding water quality.
- Responsible for tendering, awarding, supervision, and commissioning of all capital projects related to water treatment and water quality.
- Adjust capital plans as required due to priority, budgetary, wear and/or new technology.
- Maintain a good working relationship with the City's consulting engineers third party proponents.
- Document all capital projects with written notes and supporting photographs.

#### **Qualifications/Requirements:**

##### **Minimum Academic/Education Requirements**

- Diploma in Environment Science or related field
- Environmental Operator Certification Level II or III Water Treatment (EOCP).

##### **Minimum Level of Experience**

- 3-5 years' experience in a municipal water treatment plant environment with a minimum of three (1-3) years in a /supervisory role.
- An equivalent combination of education and experience may be considered.

##### **Other Certification, Licenses, Designations and/or Training**

- Valid Class 5 BC Driver's License and drivers abstract required
- Possess an Equipment Operators Certificate IV or be willing to obtain.
- First Aid and WHIMIS would be an asset.

##### **Specific Job Skills and Levels**

- Good verbal and written communication skills
- Team oriented with excellent interpersonal skills
- Good time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Hands-on experience with productivity applications, including word processing, spreadsheets, e-mail clients, and presentation software (Word, Excel, Outlook, and Access)
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items
- Ability to maintain filing systems
- Meticulous records maintenance skills
- General mathematical and budgeting skills
- Intimate with the culture and traditions of the Penticton Indian Band
- Good organizational and multi-tasking skills to see completion of assigned work

**Personality Traits (Required to be successful in position)**

- Approachable & Friendly
- Patient
- Compassionate & Empathetic
- Honest and Integrity
- Diplomatic
- Fair & Consistent
- Assertive
- Demonstrate sound work ethics
- Maintain standards of professional conduct
- Respectful and culturally sensitive to indigenous issues

**Working conditions:**

- High demand volume periods requiring occasional overtime in all weather conditions.
- Adherence to project timelines and deadlines.
- Close teamwork environment requiring commitment to be at work for planned projects.
- Frequent dialogue by phone, email, and in person with staff and managers.
- Occasional distractions from field level noise.
- Working long periods outside in, around and on various equipment, work at a computer, with occasional periods on the phone, and paperwork.
- Substantial travel to and from field on a daily recurring basis required.
- Ability to work evenings and weekends on-call as operational requirements dictate.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

**Deadline:**

August 31, 2022

**Send your Resume to Senior Manager, Human Resources**

**Rory Gabriel at [jobs@pib.ca](mailto:jobs@pib.ca)**