



**REGIONAL  
DISTRICT  
NORTH  
OKANAGAN**

**JOB TITLE:** Utilities Assistant – Water Quality  
**DEPARTMENT:** Utilities

**JOB SUMMARY**

Reporting to the Water Quality Manager, the Utilities Assistant – Water Quality will assist technical staff with field and office work, such as water sampling, calibration of field equipment, verification of water quality data, data entry and supporting water quality and quantity initiatives.

**DUTIES / RESPONSIBILITIES**

- Assists in monitoring, sampling and analyzing raw and treated water
- Assists in the maintenance, calibration of instrumentation and water quality lab
- Updates computer-based records, spreadsheets and other documents
- Familiarity with watershed land use activities and impacts on water quality, such as source protection requirements on urban, agriculture and forested lands
- Prepares reports, both written and verbal
- Responds to public enquiries both written and verbal communications regarding water quality
- Assists in monitoring requirements at Diversion and Disposal Facilities
- Works in compliance with the Regional District of North Okanagan safety policies and WorkSafeBC regulations
- Maintains harmonious working relationships with Regional District staff, elected officials, members of the business community and the general public
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	Water Quality Manager
Positions directly supervised:	n/a
This position is responsible for: <input checked="" type="checkbox"/> Not applicable	
<input type="checkbox"/> Assigning work <input type="checkbox"/> Reviewing work <input type="checkbox"/> Evaluating work <input type="checkbox"/> Disciplining employees	

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Enrolled in or a recent graduate from a post-secondary program in environmental studies, water science, or a related field</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Six months of experience with the public and/or in a water related field</li> </ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"> <li>▪ Valid Class 5 BC Driver's License</li> <li>▪ WHMIS Training</li> </ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"> <li>▪ Ability to respond to the public with tact and diplomacy</li> <li>▪ Ability to work alone with limited supervision</li> <li>▪ Knowledge of water testing and lab equipment</li> <li>▪ Knowledge of source water protection</li> <li>▪ Physically fit and capable of lifting equipment, coolers and samples</li> <li>▪ Ability to work outdoors in all kinds of terrain and weather</li> <li>▪ Sound working skills in the use of MS Office programs (Word and Excel)</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ May be required to work outside the normal working hours, including weekends, from time to time</li> </ul>

**CLASSIFICATION**

Wage Level 2

**JOB DESCRIPTION**

Effective date: January 15, 2019