

Water Chief Job Description

Qualification Requirements:

- Hold a Water Operators Certificate issued by the Environmental Operators Certification Program (EOCP) or obtain Certification within one year of assuming the position through the British Columbia Water and Waste Association (BCWWA).
- Be familiar with the three main pieces of legislation relevant to drinking water quality on Piers Island:
 - BC Drinking Water Protection Act (DWPA);
 - Drinking Water Protection Regulation (DWPR); and
 - Guidelines for Canadian Drinking Water Quality.
- Have excellent communication and writing skills and be proficient with Microsoft Office Suite
- Reside on Piers Island

Primary Competencies:

- Accountability
- Collaboration
- Communication
- Engaging
- Initiative

Role and Responsibilities:

- Act/or assign a Water Team member to be the main point of contact to liaise with:
 - Drinking Water Officer (DWO)
 - Vancouver Island Health Authority (VIHA)
 - MB Labs
 - CRD
 - North Saanich
- Work collaboratively with a team of volunteers and arrange regular Water Team meetings.
- Ensure tasks as described in the Water Team Binders are completed. Work closely with Team Members to ensure the assigned tasks are completed, provide assistance and support as required.
- Ensure all water system documentation is kept current and updated, including but not limited to:
 - Water Team Binders;
 - Operations Playbook;
 - System Governance & Details

- Prepare and mentor a qualified volunteer for succession planning of this position and ensure an adequate number and expertise of water team members is maintained.
- Review daily operations with Water Team members.
- Identify areas of vulnerability and work with Water Team members to repair and maintain water infrastructure.
- Ensure an adequate Emergency Response plan is complete and reviewed with all Team members.
- Prepare annual water reports and assist the Trustee in budget preparation, bylaws and AGM report to landowners.
- Prepare and present analysis data to support the Board of Trustees and decision-making processes.
- Liaise with the Volunteer Coordinator to support recruitment of team members

This position reports to the PIID Water Trustee or their designate.

Approved by PIID Trustees on January 16th, 2023.

John De Jong

Julien Bahrain

Monique Joubarne