



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500

Port Hardy, BC, V0N 2P0

Administration Office Phone: (250) 949-8625

Administration Fax: (250) 949-7105

Nicknaqueet River Hydropower Assistant Operator Job Description

Under the direction of the Nicknaqueet operations manager and senior plant operator, the Assistant Operator shall support monitoring, maintaining, and/or restoring plant operations. This includes ensuring safety measures are in place and safety procedures are followed, ensuring environmental protection measures and procedures are followed, and acting as the primary site contact and accompanying visitors to the hydro plant.

Specific job responsibilities for this position are described below.

Duties

- Monitoring, maintaining and / or restoring plant operation to ensure that the facility is operating safely and effectively, and maximizing the generation of electricity for the Community;
- Performing on-site facility inspections at a minimum of twice per week;
- Using the company supplied computer for hydro plant monitoring at a minimum of two times per day;
- Monitoring and responding promptly to plant alarms, trips and lockouts. Alarms and operations notices may occur through automated e-mails, and/or telephone calls 24 hours per day, 7 days per week;
- Attending the site promptly in response to shut-downs or alarms in a safe manner with due consideration of weather, Wannock River conditions and the potential for wildlife (bear) interactions;
- Performing routine inspection, maintenance and cleaning of the facility, equipment and systems as per the plant inspection and maintenance schedule;
- Assisting contractors in facility and equipment maintenance;
- Promptly reporting any unsafe conditions, operations problems, repairs needed and other concerns to the Wuikinuxv Maintenance Manager and hydro plant Operations Manager;
- Documenting operating conditions and requirements in the plant log book, inspections forms and the on-line management system;
- Communicating the requirements and concerns regarding the hydro plant to the Operations Manager;
- Maintaining the hydro plant facility in a clean, tidy, organized and safe operating condition;

- Maintaining the Operations Boat and dock facilities in a clean, tidy, organized and safe operating condition;
- Routine inspections of the electrical distribution line structures and right of way, noting any hazard conditions including potential hazard trees;
- Effective communications, including answering telephone calls and e-mails promptly and relaying time sensitive messages to appropriate personnel as required;
- Coordinating and assisting with site visits from project visitors, trades or technical specialists, including safety orientation upon arrival;
- Community liaison and communications, including attendance at meetings as requested to provide information to Wuikinuxv Leadership, Administration and Community members.
- Maintaining the inventory of spare parts, and supplies and recommending purchases to maintain adequate inventory levels as noted on the Inventory Control Sheets.

Training and skill development

- All Plant Operator will have or undertake training to develop and maintain knowledge and proficiency in the following areas:
 - Understanding safety hazards on site, participating in training and identifying further training that should be considered. Appropriate training includes:
 - Occupational First Aid Level 1 First Aid
 - Occupational First Aid Transportation Endorsement
 - Swift Water Rescue Training
 - High voltage safety training
 - Pleasure Craft Operating Competency
 - Chainsaw Bucking Certification (not essential)
 - Mechanical and electrical equipment lock-out practices
 - Bear Aware.
- Understand and have competency in the ability to isolate and disconnect the new 25 kV distribution line via Gang Operated Air Break;
- Read and understand documentation on the hydro plant operations and management systems, equipment and facilities components;
- Continuous improvement in the quality and efficiency of hydro plant operations through; A comprehensive understanding of how the hydro plant components operate individually, and as a system;
- Careful observation of the hydro plant and equipment performance, including responses to external and internal changes and adjustments.

Administrative Support

- Maintaining and submitting a time sheet of hours worked bi-weekly to the Plant Manager for payroll records and operational budgeting.
- Recording in the logbook the attendance of others at the hydro plant, including noting the tasks performed and hours worked by contractors.

Workplace Safety

- Adhere to company Safety Standard Operating Procedures.
- Always conduct work safely and never proceed with a task that you judge to be hazardous or unsafe to yourself or others (always report such conditions to your supervisor and facility managers);
- Participate in and help identify the need for safety training.
- Conduct routine inspections of the facility to identify and document potential safety hazards and communicate these to facility managers;
- Addressing potential safety hazards where safe and practical to do so.

Facility Security

- Conduct routine inspections of the facility to identify and document potential security issues and communicate these to facility managers.
- Address potential security issues where safe and practical to do so.

Terms of employment

- Plant Operator is a full-time, salaried position paid twice monthly. This position entails regular, scheduled light duties as well as unscheduled duties in prompt or 'emergency' response as needed to maintain plant operations;
- In addition to the routine Duties as described above, the Plant Operator will be on 'stand-by' at all times, available to promptly and safely attend to operations as needed 24 hours per day, 7 days per week;
- Due to the highly variable effort and hours entailed, frequent light duties and occasional irregular hours worked this position is not eligible for overtime pay.
- The Plant Operator will be eligible for the same employment benefits available to other Wuikinuxv Maintenance personnel
- The Plant Operator may take up to three weeks' annual leave. Annual leave must be approved by the Plant Manager and Wuikinuxv Administration, and arrangements made for someone to assume the Plant Operator's duties at any time when the Plant Operator is not available.
- Employment performance, terms and conditions will be reviewed annually with the Operations Manager.

The Plant Operator must have the following technical competencies:**Electrical aptitude**

- Knowledge of basic electrical components and theory with the objective of understanding plant operations and safe working conditions.

Mechanical aptitude

- Knowledge of basic mechanical components and workings with the objective of understanding plant operations and safe working conditions.

Maintenance abilities

- General proficiency in tool use and skills ranging from basic carpentry, basic plumbing, basic electrical and general upkeep.

Communication skills

- Competent verbal and written skills along with basic computer use and e-mail communication: must be organized, cooperative and take initiative

Problem solving skills

- The ability to objectively identify problems and evaluate potential solutions using data, knowledge, consultation and insight.

How to Apply

Please submit a resume and brief cover letter to the Wuikinuxv Band Office:

Attention: Executive Director: executive_director@wuikinuxv.net

Deadline to apply: September 30, 2025