



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced
SITE OPERATIONS ATTENDANT – EARTHWORKS
Temporary – One (1) Year
Engineering Department

Competition Number 2026-10

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of over 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

When you help run a dynamic community, no two days ever feel the same. As part of a growing but tight-knit team, you will have the ability to bring your ideas to the table and influence the organization and the community. Our team is highly collaborative, loves to laugh, is customer service focused, and is dedicated to the fantastic community we serve.

If this sounds like an environment you'd like to be a part of, consider joining us!

JOB OVERVIEW

Reporting to the Facilities, Project Coordinator, the Site Operations Attendant is responsible for coordinating and directing day-to-day earthworks operations on assigned municipal construction sites. The position oversees trucking flow and load tracking, directs fill placement locations, monitors compliance with geotechnical and environmental requirements as directed by geotechnical professionals, and supports implementation and adherence of site safety standards as per the *BC Mines Act*.

The ideal candidate will possess:

- Minimum two (2) years experience in civil construction, earthworks, municipal infrastructure, or related field operations with demonstrated experience working around bulk fill placement and heavy equipment operations. An equivalent combination of education, training, and experience may be considered.
- A Driver's license is required as the incumbent may need to drive a fleet vehicle to move between the District's various work locations

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P: +1 (250) 652-4444

E: resume@csaanich.ca

W: CentralSaanich.ca

Please see the job description below for further information on the duties and requirements of the role.

At the District of Central Saanich, we value diversity and are committed to an inclusive, accessible work environment where collaboration and mutual respect bring out the best in all of us. Please reach out to us if you need an accessibility requirement for any part of the hiring process.

The District's COVID-19 Vaccination Policy is currently suspended; however, should circumstances change, you may be required to provide proof of vaccination against COVID-19 to be eligible to continue performing your duties.

The hourly pay rate for this temporary one (1) year, full time (8 hours per day), Monday to Friday position is \$33.06-35.76 (2024 rates). Interested candidates are invited to apply via CentralSaanich.ca/jobs or by submitting their resume and covering letter, quoting the competition number to resume@csaanich.ca by 4:00 pm on April 13, 2026.

We appreciate your application and interest in working with us; however, due to the volume of applications we receive we are unable to respond to each application and only those candidates under active consideration will be contacted.



Job Description

Site Operations Attendant- Earthworks

Engineering Department

(Classification Band 3)

1 Year Term

General Accountability/Purpose

Reporting to the Facilities, Project Coordinator, the Site Operations Attendant is responsible for coordinating and directing day-to-day earthworks operations on assigned municipal construction sites. The position oversees trucking flow and load tracking, directs fill placement locations, monitors compliance with geotechnical and environmental requirements as directed by geotechnical professionals, and supports implementation and adherence of site safety standards as per the BC *Mines Act*.

Nature and Scope of Work

Site Operations & Fill Management

- Directs haul trucks to designated dumping areas in accordance with approved staging and grading plans.
- Provides direction to haul drivers to remove fill placement if it does not meet specifications.
- Coordinates site access, haul routes, and traffic flow to ensure efficient and safe operations.
- Adjusts placement sequencing within approved parameters.
- Monitors and verifies load counts and tracks imported material quantities.
- Ensures fill placement conforms to approved grades, lift thickness requirements, and compaction protocols as identified by the project geotechnical consultant.
- Identifies sequencing conflicts or operational inefficiencies and recommends alternative solutions.

Geotechnical Coordination

- Coordinates field reviews and compaction testing with the project geotechnical consultant.
- Ensures consultants conduct the required inspections prior to continuation of fill placement.
- Implements geotechnical recommendations and flags non-conforming materials or practices.
- Maintains records of compaction results and technical directives.

Environmental Compliance

- Monitors erosion and sediment control measures and ensures adherence to permit conditions.
- Confirms imported fill meets environmental and contamination standards.
- Coordinates with environmental professionals/consultant as required.
- Reports environmental incidents or compliance concerns immediately.



Safety & Risk Management

- Monitors site operations to ensure safe equipment movement and dumping practices.
- Monitors site safety per site safety plans and the BC *Mines Act* and/or WorkSafeBC requirements and reports issues/concerns to supervisor for resolution.
- Participates in site safety meetings and hazard assessments.
- Suspends operations, temporarily, where safety, geotechnical or environmental compliance concerns arise, pending review and direction of assigned project management team member.

Documentation & Reporting

- Maintains detailed daily logs including truck counts, volumes placed, inspections, weather conditions, and issues encountered.
- Provides weekly progress updates to assigned project management team member.
- Assists with quantity verification for progress payments related to earthworks activities.

Other

- Follows all corporate policies and processes
- Participates in emergency duties in the event of an emergency or disaster; and,
- Performs other related duties as required.

Knowledge, Skills and Abilities
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- Excellent customer service skills with the ability to develop and maintain effective working relationships.
- Knowledge of civil construction and earth works processes and procedures.
- Working knowledge of compaction practices and related site safety requirements.
- Knowledge of safe work practices specific to the nature of the work.
- Ability to read and interpret basic civil drawings and grading plans.
- Strong organizational and record-keeping skills.
- Ability to coordinate with contractors and consultants.
- Ability to work outside in a variety of weather conditions.
- Ability to walk/patrol the site which has uneven ground and the ability to lift and move barriers and safety fencing as needed.
- Working knowledge of software such as Microsoft Office including Word, Excel, Outlook and SharePoint.
- Knowledge of office practices, procedures, and business English writing and grammar.
- Strong communication and interpersonal skills.
- Ability to effectively deal with inquiries, complaints and service requests with promptness, tact, diplomacy, confidentiality and accuracy.
- Ability to work independently, take initiative and multi-task to achieve work deliverables and deadlines.



- Ability to identify and participate in opportunities for process improvements and willingness to stay up to date on industry trends and best practices to increase efficiency and effectiveness.
- Ability to work positively toward advancing First Nations relations and awareness of federal, provincial and municipal initiatives advancing Truth and Reconciliation.
- Ability to promote and contribute to a positive, diverse and inclusive team environment.

Requirements

- Minimum two (2) years experience in civil construction, earthworks, municipal infrastructure, or related field operations with demonstrated experience working around bulk fill placement and heavy equipment operations. An equivalent combination of education, training, and experience may be considered.
- A Driver's license is required as the incumbent may need to drive a fleet vehicle to move between the District's various work locations

Other:

- This role is typically required to work between 7:30 to 4:00 Monday to Friday.
- This role is not able to participate in the District's Flexible Workplace Policy.