

**Regional District of Okanagan Similkameen**  
**UTILITY ACQUISITION STAFFING - Full Time Equivalent (FTE) Request Form 2025**



**Position Title:** System Operator II Water      **BCGEU/EXEMPT:** BCGEU

**FTE** 1      **Status:** Full Time      **FTE #** \_\_\_\_\_

**Wages (including Labour Load)** \$ 103,966      **Position to be hired by end of August 2025**

					2025	2026	2027	2028	2029
Departments Funding	% of Time	Funding of Position 2026		Yes/No	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5
3-2-3925-1000 - LAKESHORE WATER WAGES	60.00%	\$ 64,857.42	Computer	<input type="radio"/> Yes <input type="radio"/> No	\$ 600.00	NA	NA	NA	NA
3-2-3926-1000 - LAKESHORE WATER CAPITAL WAGES	5.00%	\$ 5,404.78	Computer Licencing Costs	<input type="radio"/> Yes <input type="radio"/> No	\$ 120.00	\$ 122.00	\$ 124.00	\$ 126.00	\$ 128.00
3-2-3935-1000 - SKAHA ESTATES WATER WAGES	30.00%	\$ 32,428.71	Cell Phone	<input type="radio"/> Yes <input type="radio"/> No	\$ 500.00	NA	NA	NA	NA
3-2-3936-1000 - SKAHA ESTATES WATER CAPITAL WAGES	5.00%	\$ 5,404.78	Cell Phone Yearly Costs	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,000.00	\$ 1,015.00	\$ 1,030.00	\$ 1,045.00	\$ 1,061.00
4-2-3830-1000 - VINTAGE VIEWS SEWER WAGES		\$ -	Land Line	<input type="radio"/> Yes <input type="radio"/> No					
4-2-3831-1000 - VINTAGE VIEWS SEWER CAPITAL WAGES		\$ -	Vehicle Usage	<input type="radio"/> Yes <input type="radio"/> No	\$ 150.00	\$ 152.00	\$ 154.00	\$ 156.00	\$ 158.00
		\$ -	New Desk	<input type="radio"/> Yes <input type="radio"/> No		NA	NA	NA	NA
		\$ -	Chair	<input type="radio"/> Yes <input type="radio"/> No		NA	NA	NA	NA
		\$ -	Office Supplies	<input type="radio"/> Yes <input type="radio"/> No	\$ 60.00	\$ 61.00	\$ 62.00	\$ 63.00	\$ 64.00
		\$ -	Training	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,200.00	\$ 1,218.00	\$ 1,236.00	\$ 1,255.00	\$ 1,274.00
		\$ -	Membership Fees	<input type="radio"/> Yes <input type="radio"/> No	\$ 500.00	\$ 508.00	\$ 516.00	\$ 524.00	\$ 532.00
		\$ -	Other:(Specify) Clariti Licensig	<input type="radio"/> Yes <input type="radio"/> No					
		\$ -	Vehicle and Tools	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
Must Equal 100%	100.00%	\$ 108,095.70	Non Wage Expenses		\$ 4,130.00	\$ 3,076.00	\$ 3,122.00	\$ 3,169.00	\$ 3,217.00
			Vehicle (by 5 year debenture)		\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00
		Please Review	Wages		\$ 34,655.23	\$ 107,864	\$ 111,100	\$ 114,433	\$ 117,866
			Total		\$ 53,185.23	\$ 125,340	\$ 128,622	\$ 132,002	\$ 135,483

**Justification for Request:**

The acquisition of the water systems of Lakeshore Waterworks and Skaha Estates Improvement District will require a new System Operator II Water to join the team. Truck will be required and will be amortized over a 5 year period.

**Sign Off:**

<b>Division Manager</b> _____ <i>Liisa Bloomfield</i>	<b>Human Resources:</b> _____
<b>Department Manager</b> _____	<b>Payroll:</b> _____
<b>Information Services Manager</b> _____	<b>CAO:</b> _____

**Regional District of Okanagan Similkameen**  
**UTILITY ACQUISITION STAFFING - Full Time Equivalent (FTE) Request Form 2025**



**Position Title:** System Operator II Wastewater **BCGEU/EXEMPT:** BCGEU

**FTE** 1 **Status:** Full Time **FTE #** \_\_\_\_\_

**Wages (including Labour Load)** \$ 103,966 **Position to be hired by end of August 2025**

					2025	2026	2027	2028	2029
Departments Funding	% of Time	Funding of Position 2026		Yes/No	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5
3-2-3925-1000 - LAKESHORE WATER WAGES		\$ -	Computer	<input type="radio"/> Yes <input type="radio"/> No	\$ 600.00	NA	NA	NA	NA
3-2-3926-1000 - LAKESHORE WATER CAPITAL WAGES		\$ -	Computer Licencing Costs	<input type="radio"/> Yes <input type="radio"/> No	\$ 120.00	\$ 122.00	\$ 124.00	\$ 126.00	\$ 128.00
3-2-3935-1000 - SKAHA ESTATES WATER WAGES		\$ -	Cell Phone	<input type="radio"/> Yes <input type="radio"/> No	\$ 500.00	NA	NA	NA	NA
3-2-3936-1000 - SKAHA ESTATES WATER CAPITAL WAGES		\$ -	Cell Phone Yearly Costs	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,000.00	\$ 1,015.00	\$ 1,030.00	\$ 1,045.00	\$ 1,061.00
4-2-3830-1000 - VINTAGE VIEWS SEWER WAGES	90.00%	\$ 97,286.13	Land Line	<input type="radio"/> Yes <input type="radio"/> No					
4-2-3831-1000 - VINTAGE VIEWS SEWER CAPITAL WAGES	10.00%	\$ 10,809.57	Vehicle Usage	<input type="radio"/> Yes <input type="radio"/> No	\$ 150.00	\$ 152.00	\$ 154.00	\$ 156.00	\$ 158.00
		\$ -	New Desk	<input type="radio"/> Yes <input type="radio"/> No		NA	NA	NA	NA
		\$ -	Chair	<input type="radio"/> Yes <input type="radio"/> No		NA	NA	NA	NA
		\$ -	Office Supplies	<input type="radio"/> Yes <input type="radio"/> No	\$ 60.00	\$ 61.00	\$ 62.00	\$ 63.00	\$ 64.00
		\$ -	Training	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,200.00	\$ 1,218.00	\$ 1,236.00	\$ 1,255.00	\$ 1,274.00
		\$ -	Membership Fees	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$ 500.00	\$ 508.00	\$ 516.00	\$ 524.00	\$ 532.00
		\$ -	Other:(Specify) Clariti Licensig	<input type="radio"/> Yes <input type="radio"/> No					
		\$ -	Vehicle and Tools	<input type="radio"/> Yes <input type="radio"/> No	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
Must Equal 100%	100.00%	\$ 108,095.70	Non Wage Expenses		\$ 4,130.00	\$ 3,076.00	\$ 3,122.00	\$ 3,169.00	\$ 3,217.00
			Vehicle (by 5 year debenture)		\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00
			Wages		\$ 34,655.23	\$ 107,864	\$ 111,100	\$ 114,433	\$ 117,866
			Total		\$ 53,185.23	\$ 125,340	\$ 128,622	\$ 132,002	\$ 135,483

**Justification for Request:**

The acquired sewer system of Vintage views will require a new System Operator II - Wastewater to join the team. Truck will be required and will be amortized over a 5 year period.

**Sign Off:**

**Division Manager** Liisa Bloomfield **Human Resources:** \_\_\_\_\_

**Department Manager** \_\_\_\_\_ **Payroll:** \_\_\_\_\_

**Information Services Manager** \_\_\_\_\_ **CAO:** \_\_\_\_\_

**Regional District of Okanagan Similkameen**  
**UTILITY ACQUISITION STAFFING - Full Time Equivalent (FTE) Request Form 2025**



**Position Title:** Engineering Technologist I    **BCGEU/EXEMPT:** BCGEU

**FTE** 1    **Status:** Full Time    **FTE #** \_\_\_\_\_

**Wages (including Labour Load)** \$ 112,823    **Position to be hired for beginning of September 2025**

					2025	2026	2027	2028	2029
Departments Funding	% of Time	Funding of Position in 2026		Yes/No	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5
3-2-3925-1000 - LAKESHORE WATER WAGES	4.00%	\$ 4,694.10	Computer	<input type="radio"/> Yes <input type="radio"/> No	\$ 600.00	NA	NA	NA	NA
3-2-3926-1000 - LAKESHORE WATER CAPITAL WAGES	49.00%	\$ 57,502.74	Computer Licencing Costs	<input type="radio"/> Yes <input type="radio"/> No	\$ 120.00	\$ 122.00	\$ 124.00	\$ 126.00	\$ 128.00
3-2-3935-1000 - SKAHA ESTATES WATER WAGES	3.00%	\$ 3,520.58	Cell Phone	<input type="radio"/> Yes <input type="radio"/> No		NA	NA	NA	NA
3-2-3936-1000 - SKAHA ESTATES WATER CAPITAL WAGES	25.00%	\$ 29,338.13	Cell Phone Yearly Costs	<input type="radio"/> Yes <input type="radio"/> No		\$ -	\$ -	\$ -	\$ -
4-2-3830-1000 - VINTAGE VIEWS SEWER WAGES	2.00%	\$ 2,347.05	Land Line	<input type="radio"/> Yes <input checked="" type="radio"/> No		\$ -	\$ -	\$ -	\$ -
4-2-3831-1000 - VINTAGE VIEWS SEWER CAPITAL WAGES	17.00%	\$ 19,949.93	Vehicle Usage	<input type="radio"/> Yes <input type="radio"/> No	\$ 150.00	\$ 152.00	\$ 154.00	\$ 156.00	\$ 158.00
		\$ -	New Desk	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,500.00	NA	NA	NA	NA
		\$ -	Chair	<input type="radio"/> Yes <input type="radio"/> No	\$ 400.00	NA	NA	NA	NA
		\$ -	Office Supplies	<input type="radio"/> Yes <input type="radio"/> No	\$ 60.00	\$ 61.00	\$ 62.00	\$ 63.00	\$ 64.00
		\$ -	Training	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,200.00	\$ 1,218.00	\$ 1,236.00	\$ 1,255.00	\$ 1,274.00
		\$ -	Membership Fees	<input type="radio"/> Yes <input type="radio"/> No	\$ 500.00	\$ 508.00	\$ 516.00	\$ 524.00	\$ 532.00
		\$ -	Other:(Specify) Clariti Licensig	<input type="radio"/> Yes <input type="radio"/> No					
		\$ -	Vehicle and Tools	<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
Must Equal 100%	100.00%	\$ 117,352.53	Non Wage Expenses		\$ 4,530.00	\$ 2,061.00	\$ 2,092.00	\$ 2,124.00	\$ 2,156.00
Please Review					\$ 37,607.51	\$ 117,053	\$ 120,565	\$ 124,182	\$ 127,907
Total					\$ 42,137.51	\$ 119,114	\$ 122,657	\$ 126,306	\$ 130,063

**Justification for Request:**

With the acquisition of Lakeshore Water, Vintage Views Sewer and Skaha Estates Water Systems, the number of capital projects to be carried out in a given year significantly increases. In order to meet the needs of the new systems, and meet the expectations of the customers, a new Engineering Technologist I is essential. This position is anticipated to be filled in September 2025.

**Sign Off:**

<b>Division Manager</b> _____ <i>Liisa Bloomfield</i>	<b>Human Resources:</b> _____
<b>Department Manager</b> _____	<b>Payroll:</b> _____
<b>Information Services Manager</b> _____	<b>CAO:</b> _____

**Regional District of Okanagan Similkameen**  
**UTILITY ACQUISITION STAFFING - Full Time Equivalent (FTE) Request Form 2025**



**Position Title:** Public Works Clerk

**BCGEU/EXEMPT:** BCGEU

**FTE** 1

**Status:** Full Time

**FTE #** \_\_\_\_\_

**Wages (including Labour Load)** \$ 80,581

**Position to be hired in August 2025**

					2025	2026	2027	2028	2029
Departments Funding	% of Time	Funding of Position 2026		Yes/No	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5
3-2-3925-1000 - LAKESHORE WATER WAGES	50.00%	\$ 41,510.43	Computer	<input type="radio"/> Yes <input type="radio"/> No	\$ 600.00	NA	NA	NA	NA
3-2-3926-1000 - LAKESHORE WATER CAPITAL WAGES	6.00%	\$ 4,981.25	Computer Licencing Costs	<input type="radio"/> Yes <input type="radio"/> No	\$ 120.00	\$ 122.00	\$ 124.00	\$ 126.00	\$ 128.00
3-2-3935-1000 - SKAHA ESTATES WATER WAGES	25.00%	\$ 20,755.22	Cell Phone	<input type="radio"/> Yes <input type="radio"/> No		NA	NA	NA	NA
3-2-3936-1000 - SKAHA ESTATES WATER CAPITAL WAGES	5.00%	\$ 4,151.04	Cell Phone Yearly Costs	<input type="radio"/> Yes <input type="radio"/> No					
4-2-3830-1000 - VINTAGE VIEWS SEWER WAGES	10.00%	\$ 8,302.09	Land Line	<input type="radio"/> Yes <input type="radio"/> No	\$ 60.00	\$ 61.00	\$ 62.00	\$ 63.00	\$ 64.00
4-2-3831-1000 - VINTAGE VIEWS SEWER CAPITAL WAGES	4.00%	\$ 3,320.83	Vehicle Usage	<input type="radio"/> Yes <input type="radio"/> No					
		\$ -	New Desk	<input type="radio"/> Yes <input checked="" type="radio"/> No		NA	NA	NA	NA
		\$ -	Chair	<input type="radio"/> Yes <input type="radio"/> No	\$ 400.00	NA	NA	NA	NA
		\$ -	Office Supplies	<input type="radio"/> Yes <input type="radio"/> No	\$ 60.00	\$ 61.00	\$ 62.00	\$ 63.00	\$ 64.00
		\$ -	Training	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,200.00	\$ 1,218.00	\$ 1,236.00	\$ 1,255.00	\$ 1,274.00
		\$ -	Membership Fees	<input type="radio"/> Yes <input type="radio"/> No					
		\$ -	Other:(Specify) Clariti Licensig	<input type="radio"/> Yes <input type="radio"/> No					
		\$ -	Vehicle and Tools	<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
Must Equal 100%	100.00%	\$ 83,020.86	Non Wage Expenses		\$ 2,440.00	\$ 1,462.00	\$ 1,484.00	\$ 1,507.00	\$ 1,530.00
		Please Review	Wages		\$ 33,575.36	\$ 83,603	\$ 86,111	\$ 88,694	\$ 91,355
			Total		\$ 36,015.36	\$ 85,065	\$ 87,595	\$ 90,201	\$ 92,885

**Justification for Request:**

Public Works is a very diverse division and the Administrative Assistants are at capacity with their current roles. The addition of three new utilities will add a large amount of admin work that would include responding to inquiries, filing of information, assisting the admin assistants and other public works staff. With the initial paperwork expected for the transitions of the three utilities, this position would be filled as soon as possible.

**Sign Off:**

**Division Manager** Liisa Bloomfield

**Human Resources:** \_\_\_\_\_

**Department Manager** \_\_\_\_\_

**Payroll:** \_\_\_\_\_

**Information Services Manager** \_\_\_\_\_

**CAO:** \_\_\_\_\_

**Regional District of Okanagan Similkameen**  
**UTILITY ACQUISITION STAFFING - Full Time Equivalent (FTE) Request Form 2026**



**Position Title:** Maintenance Worker

**BCGEU/EXEMPT:** BCGEU

**FTE** 0.35

**Status:** Full Time

**FTE #**

**Wages (including Labour Load)** \$ 30,485

**Position to start January 2026; Add to 0.65 FTE already available**

					2026	2027	2028	2029	2030
Departments Funding	% of Time	Funding of Position 2026		Yes/No	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5
3-2-3925-1000 - LAKESHORE WATER WAGES	55.00%	\$ 18,763.51	Computer	<input type="radio"/> Yes <input type="radio"/> No	\$ 600.00	NA	NA	NA	NA
3-2-3926-1000 - LAKESHORE WATER CAPITAL WAGES		\$ -	Computer Licencing Costs	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$ 120.00	\$ 122.00	\$ 124.00	\$ 126.00	\$ 128.00
3-2-3935-1000 - SKAHA ESTATES WATER WAGES	30.00%	\$ 10,234.64	Cell Phone	<input type="radio"/> Yes <input type="radio"/> No	\$ 500.00	NA	NA	NA	NA
3-2-3936-1000 - SKAHA ESTATES WATER CAPITAL WAGES		\$ -	Cell Phone Yearly Costs	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,000.00	\$ 1,015.00	\$ 1,030.00	\$ 1,045.00	\$ 1,061.00
4-2-3830-1000 - VINTAGE VIEWS SEWER WAGES	15.00%	\$ 5,117.32	Land Line	<input type="radio"/> Yes <input type="radio"/> No					
4-2-3831-1000 - VINTAGE VIEWS SEWER CAPITAL WAGES		\$ -	Vehicle Usage	<input type="radio"/> Yes <input type="radio"/> No	\$ 150.00	\$ 152.00	\$ 154.00	\$ 156.00	\$ 158.00
		\$ -	New Desk	<input type="radio"/> Yes <input type="radio"/> No		NA	NA	NA	NA
		\$ -	Chair	<input type="radio"/> Yes <input type="radio"/> No		NA	NA	NA	NA
		\$ -	Office Supplies	<input type="radio"/> Yes <input type="radio"/> No	\$ 60.00	\$ 61.00	\$ 62.00	\$ 63.00	\$ 64.00
		\$ -	Training	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,200.00	\$ 1,218.00	\$ 1,236.00	\$ 1,255.00	\$ 1,274.00
		\$ -	Membership Fees	<input type="radio"/> Yes <input type="radio"/> No		\$ -	\$ -	\$ -	\$ -
		\$ -	Other:(Specify) Clariti Licensig	<input type="radio"/> Yes <input type="radio"/> No		\$ -	\$ -	\$ -	\$ -
		\$ -	Vehicle and Tools	<input type="radio"/> Yes <input type="radio"/> No	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
Must Equal 100%	100.00%	\$ 34,115.47	Non Wage Expenses		\$ 3,630.00	\$ 2,568.00	\$ 2,606.00	\$ 2,645.00	\$ 2,685.00
			Vehicle (5 year anortization)		\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00
			Wages		\$ 30,485.47	\$ 31,629	\$ 32,578	\$ 33,555	\$ 34,562
			Total		\$ 48,515.47	\$ 48,597	\$ 49,584	\$ 50,600	\$ 51,647

Please Review

**Justification for Request:**

The team currently has a 0.65 FTE Maintenance Worker. There will be a lot of labourer type effort required with the three new systems. The two water system are estimated to need just over one water operator, however hiring a part time operator is not practical. As Public Works has a 0.65 FTE Maintenance Worker position, it is anticipated that the addition of the 0.35 FTE would cover the extra duties required for the systems. This full time position would start in January 2026. **Truck will be required and will be amortized over a 5 year period.**

**Sign Off:**

**Division Manager** Liisa Bloomfield

**Human Resources:** \_\_\_\_\_

**Department Manager** \_\_\_\_\_

**Payroll:** \_\_\_\_\_

**Information Services Manager** \_\_\_\_\_

**CAO:** \_\_\_\_\_

**Regional District of Okanagan Similkameen**  
**UTILITY ACQUISITION STAFFING - Full Time Equivalent (FTE) Request Form 2026**



**Position Title:** Environmental Technician    **BCGEU/EXEMPT:** BCGEU

**FTE** 1    **Status:** Full Time    **FTE #** \_\_\_\_\_

**Wages (including Labour Load)** \$ 117,008    **Position to be hired in January 2026**

					2026	2027	2028	2029	2030
Departments Funding	% of Time	Funding of Position 2026		Yes/No	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5
3-2-3925-1000 - LAKESHORE WATER WAGES	55.00%	\$ 67,671.00	Computer	<input type="radio"/> Yes <input type="radio"/> No	\$ 600.00	NA	NA	NA	NA
3-2-3926-1000 - LAKESHORE WATER CAPITAL WAGES		\$ -	Computer Licencing Costs	<input type="radio"/> Yes <input type="radio"/> No	\$ 120.00	\$ 122.00	\$ 124.00	\$ 126.00	\$ 128.00
3-2-3935-1000 - SKAHA ESTATES WATER WAGES	30.00%	\$ 36,911.45	Cell Phone	<input type="radio"/> Yes <input type="radio"/> No	\$ 500.00	NA	NA	NA	NA
3-2-3936-1000 - SKAHA ESTATES WATER CAPITAL WAGES		\$ -	Cell Phone Yearly Costs	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,000.00	\$ 1,015.00	\$ 1,030.00	\$ 1,045.00	\$ 1,061.00
4-2-3830-1000 - VINTAGE VIEWS SEWER WAGES	15.00%	\$ 18,455.73	Land Line	<input type="radio"/> Yes <input type="radio"/> No		\$ -	\$ -	\$ -	\$ -
4-2-3831-1000 - VINTAGE VIEWS SEWER CAPITAL WAGES		\$ -	Vehicle Usage	<input type="radio"/> Yes <input type="radio"/> No	\$ 150.00	\$ 152.00	\$ 154.00	\$ 156.00	\$ 158.00
		\$ -	New Desk	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,500.00	NA	NA	NA	NA
		\$ -	Chair	<input type="radio"/> Yes <input type="radio"/> No	\$ 400.00	NA	NA	NA	NA
		\$ -	Office Supplies	<input type="radio"/> Yes <input type="radio"/> No	\$ 60.00	\$ 61.00	\$ 62.00	\$ 63.00	\$ 64.00
		\$ -	Training	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,200.00	\$ 1,218.00	\$ 1,236.00	\$ 1,255.00	\$ 1,274.00
		\$ -	Membership Fees	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$ 500.00	\$ 508.00	\$ 516.00	\$ 524.00	\$ 532.00
		\$ -	Other:(Specify) Clariti Licensig	<input type="radio"/> Yes <input type="radio"/> No					
		\$ -	Vehicle and Tools	<input type="radio"/> Yes <input type="radio"/> No	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
Must Equal 100%	100.00%	\$ 123,038.18	Non Wage Expenses		\$ 6,030.00	\$ 3,076.00	\$ 3,122.00	\$ 3,169.00	\$ 3,217.00
			Truck (5 year amortization)		\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00
			Wages		\$ 117,008.18	\$ 121,396	\$ 125,038	\$ 128,789	\$ 132,653
			Total		\$ 137,438.18	\$ 138,872	\$ 142,560	\$ 146,358	\$ 150,270

**Justification for Request:**

The Environmental branch of the Public Works division requires the addition of a full-time Environmental Technician (FTE) to address the regulatory and operational requirements that are associated with the acquisition of 3 utilities.

Truck will be required and will be amortized over a 5 year period.

**Sign Off:**

**Division Manager** Liisa Bloomfield    **Human Resources:** \_\_\_\_\_

**Department Manager** \_\_\_\_\_    **Payroll:** \_\_\_\_\_

**Information Services Manager** \_\_\_\_\_    **CAO:** \_\_\_\_\_

**Regional District of Okanagan Similkameen**  
**UTILITY ACQUISITION STAFFING - Full Time Equivalent (FTE) Request Form 2025**



**Position Title:** Projects Coordinator

**BCGEU/EXEMPT:** BCGEU

**FTE** 1

**Status:** Full Time

**FTE #** \_\_\_\_\_

**Wages (including Labour Load)** \$ 101,990

**Position to begin in January 2026**

					2026	2027	2028	2029	2030
Departments Funding	% of Time	Funding of Position in 2026		Yes/No	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5
3-2-3925-1000 - LAKESHORE WATER WAGES	60.00%	\$ 62,927.93	Computer	<input type="radio"/> Yes <input type="radio"/> No	\$ 600.00	NA	NA	NA	NA
3-2-3926-1000 - LAKESHORE WATER CAPITAL WAGES		\$ -	Computer Licencing Costs	<input type="radio"/> Yes <input type="radio"/> No	\$ 120.00	\$ 122.00	\$ 124.00	\$ 126.00	\$ 128.00
3-2-3935-1000 - SKAHA ESTATES WATER WAGES	40.00%	\$ 41,951.96	Cell Phone	<input type="radio"/> Yes <input type="radio"/> No		NA	NA	NA	NA
3-2-3936-1000 - SKAHA ESTATES WATER CAPITAL WAGES		\$ -	Cell Phone Yearly Costs	<input type="radio"/> Yes <input type="radio"/> No		\$ -	\$ -	\$ -	\$ -
4-2-3830-1000 - VINTAGE VIEWS SEWER WAGES		\$ -	Land Line	<input type="radio"/> Yes <input type="radio"/> No	\$ 60.00	\$ 61.00	\$ 62.00	\$ 63.00	\$ 64.00
4-2-3831-1000 - VINTAGE VIEWS SEWER CAPITAL WAGES		\$ -	Vehicle Usage	<input type="radio"/> Yes <input type="radio"/> No	\$ 150.00	\$ 152.00	\$ 154.00	\$ 156.00	\$ 158.00
		\$ -	New Desk	<input type="radio"/> Yes <input type="radio"/> No	\$ 1,500.00	NA	NA	NA	NA
		\$ -	Chair	<input type="radio"/> Yes <input type="radio"/> No	\$ 400.00	NA	NA	NA	NA
		\$ -	Office Supplies	<input type="radio"/> Yes <input type="radio"/> No	\$ 60.00	\$ 61.00	\$ 62.00	\$ 63.00	\$ 64.00
		\$ -	Training	<input type="radio"/> Yes <input type="radio"/> No		\$ -	\$ -	\$ -	\$ -
		\$ -	Membership Fees	<input type="radio"/> Yes <input checked="" type="radio"/> No		\$ -	\$ -	\$ -	\$ -
		\$ -	Other:(Specify) Clariti Licensig	<input type="radio"/> Yes <input type="radio"/> No					
		\$ -	Vehicle and Tools	<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
		\$ -		<input type="radio"/> Yes <input type="radio"/> No					
Must Equal 100%	100.00%	\$ 104,879.89	Non Wage Expenses		\$ 2,890.00	\$ 396.00	\$ 402.00	\$ 408.00	\$ 414.00
			Wages		\$ 101,989.89	\$ 105,815	\$ 108,989	\$ 112,259	\$ 115,626
			Total		\$ 104,879.89	\$ 106,211	\$ 109,391	\$ 112,667	\$ 116,040

**Justification for Request:**

With the acquisition of Lakeshore Water, Vintage Views Sewer and Skaha Estates Water Systems and the changing priorities with water systems and sustainability, the Projects Coordinator role will be adjusted to account for the changes. This will include working with the water operators on meters and the cross connection control program, and Engineering Technologists on capital projects. A large portion of this position is liaising with the public on educational items pertaining to water restrictions and water conservation opportunities. As we move forward with capital projects, it will be important to keep the educational material updated for the new communities, as well as our existing systems. Also, with the addition of new meters in several systems and more anticipated each year, working with the homeowners to address leaks on private property will be critical for sustainability of the water system infrastructure. There are several communities that use significantly more water than the average, likely due to leaks both in the RDOS infrastructure and on private properties. This position will be instrumental in working with homeowners on these issues as they arise. This request will provide for retaining a new person in this role as the previous staff person holding this role has moved into management and oversees a larger portfolio. Ultimately, this role will be spread out over all the water and sewer systems as needed, but for the purpose of calculating anticipated wages for the new systems, it is linked entirely with the 3 new systems.

**Sign Off:**

**Division Manager** Liisa Bloomfield

**Human Resources:** \_\_\_\_\_

**Department Manager** \_\_\_\_\_

**Payroll:** \_\_\_\_\_

**Information Services Manager** \_\_\_\_\_

**CAO:** \_\_\_\_\_