

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

Class Title: Utilities Maintenance Operator I
Department: Public Works & Utilities
Effective Date: July 2022

NATURE OF WORK

The Utilities Maintenance Operator I performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems. This position performs work requiring physical effort and agility, with the ability to have sufficient stamina, strength and coordination to perform heavy manual outdoor work in all weather conditions.

SUPERVISION RECEIVED

Works under the supervision of the Utilities Superintendent and the Utility Maintenance Supervisor.

SUPERVISION EXERCISED

May occasionally provide direction or assistance to junior, seasonal, or temporary employees.

KEY RESPONSIBILITIES

- Under direction, installs, repairs and regularly maintains municipal water utility systems including: water mains, hydrants and water services by cutting, fitting, laying, repairing, tapping, cleaning and flushing of water mains, pipes, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting of broken sections of water mains.
- Under direction, installs, repairs and regularly maintains municipal sewer utility systems including sewer mains, manholes, sewer services by cutting, fitting, laying, repairing, tapping, cleaning and flushing of sanitary and storm sewer mains, manholes and catch-basins and installation of sewer services.
- Assists in repairs and servicing of booster pumping stations, reservoirs, meters and drainage systems, water lift pumps, sewage lift pumps and other pumps.
- Maintains a variety of records relating to inspections, maintenance activity, stock levels, material usage, etc.
- Responds to complaints regarding water leaks, pressure loss or no water, sewer backups, flooding; evaluates situation; explains findings to supervisor.
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Ensures traffic control and flagging when required to do so.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Operates a variety of light and medium sized power construction and maintenance equipment (e.g. jackhammers, packers, cutoff saws, chain saws, service truck, picker) used in the water, sewer and streets department.

- Performs video inspections of sewer services and mains.
- Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labour involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and service pipe repair, laying and backfilling as well as restoration of construction area after repairs are completed.
- Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water, sewer, street and storm drainage facilities. Serves on various employee or other committees as assigned.
- Takes reasonable care to protect the health and safety of themselves, and the health and safety of others who may be affected by their acts or omissions at work. Properly wears protective clothing, devises and equipment provided, and ensures hazards are immediately reported to Supervisors. Complies with the City of Fort St. John's Occupational Health and Safety program, and all applicable policies and procedures.
- Other related duties as assigned.

PERFORMANCE FACTORS

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| • Knowledge, Ability and Skills | • Reliability |
| • Customer Service | • Attendance and Punctuality |
| • Quantity of Work | • Compliance |
| • Cooperation | • Health & Safety |

REQUIRED QUALIFICATIONS, KNOWLEDGE, ABILITY & SKILLS:

- Completion of Grade 12 education or GED
- Two years' experience relating to construction, maintenance, or repair of municipal water or sewer utilities, or any equivalent combination of education and experience
- BC Water Distribution Operator Level I
- BC Waste Wastewater Collection Operator Level I
- Valid Class 5 BC Drivers' License
- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities
- Ability to use Microsoft Suite programs and relevant departmental and City software programs as required as demonstrated through testing (70%)
- Ability to operate some of the listed tools and equipment
- Ability to perform heavy manual tasks for extended periods of time, working in potentially hazardous working conditions such as heavy traffic areas, trenches, chambers and other confined spaces and adverse weather conditions
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, other departments and the public
- Ability to obtain certification in H2S, Confined Space Rescue, Occupational First Aid and Fall Protection
- Some knowledge of mechanical and hydraulic principles

GENERAL TOOLS AND EQUIPMENT USED

Motorized vehicles, and equipment, including pickup truck, vacuum/flusher truck, street roller, manlift, tamper, plate compactor, saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, video equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 kg. and occasionally lift and/or move up to 50 kg. Specific vision abilities required by this job include close vision, distance, vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The noise level in the work environment is usually loud.

GENERAL

Formal application, rating of education and experience, oral interview and reference check, police information check, and other job-related tests may be required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change. This is a position in the BC General Employee's Union

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

Class Title: Utilities Maintenance Operator II
Department: Public Works & Utilities
Effective Date: July 2022

NATURE OF WORK

The Utilities Maintenance Operator II performs a variety of skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems. This position performs work requiring physical effort and agility, with the ability to have sufficient stamina, strength and coordination to perform heavy manual outdoor work in all weather conditions.

SUPERVISION RECEIVED

Works under the supervision of the Utilities Superintendent and Utility Maintenance Supervisor.

SUPERVISION EXERCISED

May occasionally provide direction or assistance to junior, seasonal, or temporary employees.

KEY RESPONSIBILITIES

As per the Utilities Maintenance Operator I with the following additions and/or changes:

- Operates hydro vac truck for the purpose of daylighting, hydro excavating and sewer mainline flushing
- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.
- Installs, repairs and regularly maintains municipal utility systems including water mains, hydrants and water services, sewer mains and services.
- Provides job site direction to Utilities Maintenance Operator I, labourers, equipment operators and other assigned assistants.

REQUIRED QUALIFICATIONS, KNOWLEDGE ABILITIES & SKILLS

In addition to Utilities Maintenance Operator I with the following additions:

- Four years' experience as a Utilities Maintenance Operator I, or equivalent
- Valid Class 3 BC Drivers License
- Valid BC Air Brakes Endorsement
- BC Water Distribution System Operator Class II
- BC Waste Water Collection System Operator Class I
- Ability to operate all tools and equipment related to installs and repairs

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

Class Title: Utilities Maintenance Operator III
Department: Public Works & Utilities
Effective Date: July 2022

NATURE OF WORK

The Utilities Maintenance Operator III performs a variety of skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems. Under the direction of the Supervisor, this position is responsible for the coordination of the teams, excavations, line locates, and traffic controls plans for the Utilities Department. This position performs work requiring physical effort and agility, with the ability to have sufficient stamina, strength and coordination to perform heavy manual outdoor work in all weather conditions.

SUPERVISION RECEIVED

Works under the supervision of the Utilities Superintendent and Utility Maintenance Supervisor.

SUPERVISION EXERCISED

Provides direction or assistance to junior, seasonal, or temporary employees.

KEY RESPONSIBILITIES

As per the Utilities Maintenance Operator II with the following additions and/or changes:

- Assists with scheduling, training and performance feedback for employees
- Responsible for the preparation and implementation of statistical reports, logbooks, safety crew talks and inspection forms and prepares reports as required.
- Responsible for responding to general inquires and complaints from the public.
- Draft and submit traffic control plans for all mobile job sites
- Coordinate the creation of all required safety requirements
- Primarily responsible for the coordination of all line locates in partnership with BC 1 locate and on-site teams
- Responsible for planning & coordination of all excavations
- Supervises and directs assigned crews in the installation, repair and maintenance of the municipal utility systems including water mains; hydrants and water services; sewer mains and services; and storm sewers.

REQUIRED QUALIFICATIONS, KNOWLEDGE, ABILITIES & SKILLS

In addition to Utilities Maintenance Operator II:

- Seven years of experience as a Utilities Maintenance Operator or equivalent, including minimum two years as a Utilities Maintenance Operator II
- BC Water Distribution System Operator Class III
- BC Waste Water Collection System Operator Class II
- Excellent interpersonal skills; demonstrated ability to handle a complex & varied work load
- Ability to exercise sound judgment in the interpretation and application of related policies and procedures
- Proven ability in supervision, training, and assisting subordinates with their daily routines
- Competency in the areas of leadership, and the ability to work as a team player within the department and organization