

UTILITY TECHNICIAN I

EXEMPT (Y/N): No

SALARY LEVEL: Grid 1, Band 8

SHIFT: Day

LOCATION: Outside

APPROVED BY: Shane Walkey

Replaces: *Waterworks Technician I*

DIVISION: Utility Services

DEPARTMENT: Infrastructure Services

SUPERVISOR: Utility Operations Superintendent

DATE: June 2017

DATE: *October 2016*

SUMMARY: Under the general direction of the Utility Operations Superintendent or designate, the Utility Technician I ensures the efficient and continuous supply and treatment of potable water to the Sunshine Coast Regional District, and the efficient and effective treatment of the Sunshine Coast Regional District’s sanitary sewer systems. Work is performed to ensure that service delivery meets the expectations of internal and external customers, in accordance with the appropriate regulatory and licence requirements.

KEY RESPONSIBILITIES *include the following:*

1. To perform procedures required for the operation, monitoring and maintenance of the Sunshine Coast Regional District potable water system.
2. To monitor and ensure that the quality of water distributed is consistently within established quality parameters.
3. To perform administrative tasks associated with the key responsibilities, such as performing data input to water monitoring system and checking on parts.
4. To respond to public concerns or complaints about water quality and water flows and initiate remedial action.
5. To assist with the operation and maintenance of all Sunshine Coast Regional District waste water treatment facilities and sanitary sewer collection systems.
6. To follow Sunshine Coast Regional District policies, Occupation Health and Safety policies and all applicable Workers’ Compensation Board regulations.
7. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include the following: other activities may be assigned.*

1. Operates, adjusts and performs routine maintenance inspections on all facilities, pumps, motors, electrical equipment, level controls, metres, and regulating equipment in such structures as the water intakes, pumping stations, wells, chlorinating stations, water and wastewater treatment facilities and valve chambers.
2. Reads flow metres, gauges and other recording instruments to measure water output and consumption levels, and chlorine levels.
3. Monitors the SCADA alarm system.
4. Collects and tests water samples for PH, turbidity, colour, suspended solids, chlorine residues, and prepares samples for external faecal and total coliform analysis.
5. Prepares daily, monthly and annual records of the water distribution system, pumping stations, water treatment plants, and deep wells.
6. May perform Pipe Layer or Utility Operator duties as required.

KEY RELATIONSHIPS *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship. In all cases, the individual's behaviour must exemplify a member of a cohesive internal team in an organization that is an active link in the service delivery chain.*

- Co-workers in the Waterworks crew.
- Infrastructure Services Staff
- Contract equipment operators.
- Members of the public
- External government and non-government agency representatives.

DECISION MAKING AUTHORITY *Decisions that are made in carrying out the typical duties of the job without referring to the Manager. In all cases, the decisions made by the individual must be in the best interests of the organization and in keeping with the organization's goals and objectives.*

- Decisions involved in the safe operation and routine maintenance or the reporting of required maintenance/repair for assigned tools and equipment.
- Implementation of safety regulations and policies in day-to-day work.

PROBLEM SOLVING RESPONSIBILITY:

- To resolve problems where there may be an immediate concern with regard to property damage and/or public, co-worker or individual safety.
- Resolves within designated authority, any problems associated with the completion of work orders or delegated work assignments.

- Dealing with weather road and water conditions and workload in order to carry out all maintenance and testing of facilities as scheduled.

QUALIFICATION REQUIREMENTS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

FORMAL EDUCATION AND TRAINING

- Completion of grade 12 or equivalent.
- Certified in the Environmental Operators Certification Program with a minimum of Water Treatment Level 1 plus at least one other Level 1 certificate;
- Preference may be given to a water treatment class 1 certification and completion of a post-secondary diploma in a relevant discipline from a recognized institution.

EXPERIENCE

- Minimum three (3) years in water, wastewater or water pipeline construction of which at least two (2) years was acquired from work related to operations, maintenance or water quality control of water systems.
- Experience in plumbing and electrical work related to municipal operations is desirable.

OTHER SKILLS/KNOWLEDGE

- Class 5 driver's licence.
- Knowledge of applicable Workers Compensation Board requirements, especially confined space entry requirements and use of SCBA.
- Demonstrated ability to operate measuring instruments, flow and process control equipment, compressors, pneumatic hammers, compactors, cutters, powered sewer augers, pumps, chain saws or other power or non-power tools.
- Knowledge of the principles of water chemistry, biology and physics as they relate to water distribution.
- WCB Level I First Aid.
- Transportation of Dangerous Goods Ticket.
- WHMIS certification
- Ability to organize workload, set priorities and work with a minimum of supervision.
- Ability to accurately record measurements, enter into data base, analyse results and provide recommendations.
- Experience with Microsoft Excel, Word and Outlook
- Ability to communicate effectively with SCRD staff and contractors.
- Ability to work effectively as part of a team.

MEASUREMENT DATA *(to be used in combination with SCRD Core Competencies)*

- Scheduled work orders and delegated work assignments completed in a timely manner and supervisor is apprised of non-routine items or delays.
- Contracted and staff manpower and equipment organized effectively.
- All servicing, cleaning and maintenance inspections completed as required.

- Water quality maintained within established parameters and all pumps, motors and equipment working normally.
- Water samples collected and deposited at the SCRD offices when required.
- Data entry is accurate and database is maintained on a regular basis.
- Safety procedures and SCRD policies/procedures followed 100%.
- Works as team with other co-workers, equipment operators and the public and communicates concerns and work progress to supervisor.
- Good written and verbal communication skills are demonstrated.

SUPERVISORY RESPONSIBILITIES

- May be required to instruct other Water/wastewater staff.

ADDITIONAL INFORMATION

- Required to respond to off-shift emergency calls.
- Shifts are scheduled as part of a rotation to provide coverage seven days per week.
- May perform Labourer and/or Pipelayer duties as required.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.