

## **Village of Radium Hot Springs**

### **Job Description: Utility Maintenance Labourer**

Revised: August 1<sup>st</sup>, 2017.

POSITION: Utility Maintenance Labourer.

#### **REPORTING RELATIONSHIP:**

Reports to the Public Works Superintendent and the Chief Administrative Officer. Takes direction from the Utility Maintenance Operator.

#### **SCOPE OF POSITION:**

This is a wide spectrum position entailing a variety of tasks related to the construction, maintenance, and operation of municipal water and sewer utilities, roads, parklands and facilities, buildings and grounds, machinery and equipment, sidewalks, and infrastructure. Considerable independence of thought, judgement and action is required.

#### **LABOURER DUTIES:**

- Perform a wide range of maintenance, repair, and construction activities on Village streets, water/sewer systems, storm drains, curbs, sidewalks, parks, buildings and other facilities.
- Assist in the performance of operational and monitoring activities in support of the Village's water/sewer treatment facilities.
- Repair and maintain water and wastewater distribution and pumping equipment, repair leaks, replace broken lines, measure, cut and thread pipe.
- Maintain and clean sewer lines, enter manholes to access lines, operate power and hand rodders in the cleaning process.
- Repair, maintain, construct, and break up a variety of paved surfaces, patch and pave utilizing pre-mixed asphalt, break up and remove old concrete utilizing a jackhammer and a variety of hand tools, build forms, mix and pour new concrete sidewalks, curbs, gutters, drop inlets and catch basins.
- Repair, maintain, construct and install traffic signs, paint curb and traffic markings on streets and intersections, control traffic in a safe and effective manner.
- Perform a variety of grounds keeping and landscaping activities in the maintenance of parks, playgrounds and areas surrounding buildings and other facilities, mow weeds, water, trim, seed and fertilize lawns, turf and planting areas, prune trees and shrubs utilizing a ladder and/or other climbing equipment.

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- Perform general wood frame construction and related plumbing.
- Install and repair sprinkler systems, remove and replace sprinkler heads and automatic controllers.
- Perform a variety of unskilled/semi-skilled and heavy physical labour, remove, haul and dump trash.
- Operate a variety of motorized, power and hand-powered machines and equipment which may include bobcat, excavator, jackhammer, tamper, compressor, arc welder, sewer rodder, mower, concrete saw, auger, pick-up truck, street sweeper, shovels, rakes, picks, hoes, wrenches, edgers, drills and saws et cetera.
- Perform preventative and routine maintenance on vehicles and other motorized and power equipment; notify appropriate personnel regarding needed repairs and/or other operational problems.
- Identify safety/health hazards as well as municipal infrastructure, facilities and systems in need of maintenance or repair; notify appropriate party of potential problems to ensure a timely and effective response.
- Respond to emergency calls on weekends, holidays and evenings when on assigned standby duty and as necessary during unusual circumstances.
- Perform related duties as required.
- Maintain files and asset management records as required (minimal secretarial support provided).

### EQUIPMENT OPERATOR DUTIES:

As an Equipment Operator, is responsible for operating equipment in a safe and appropriate manner in the construction, operation, repair, maintenance, and replacement of Village infrastructure. Equipment may include trucks, front-end loaders, excavators and other pieces of equipment. The Equipment Operator must clean, maintain and secure all equipment as required by the operating manuals, as well as Village policies and procedures.

### UTILITY OPERATOR DUTIES:

As an entry level Water and Wastewater Treatment Operator, performs any combination of tasks pertinent to the maintenance and operation of a water or wastewater treatment facility, including but not limited to:

- control of flow and processing of water/wastewater, residuals, and finished water/effluent;
- monitor gauges, meters, and control panels and observe variations in operating conditions;
- operate valves and gates either manually or by remote control;
  
- start and stop pumps, engines, and generators to control and adjust flow and treatment processes;
- maintain shift logs and record meter and gauge readings;
- collect samples and perform routine laboratory tests and analyses;

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- perform routine maintenance functions and custodial duties;
- operate power generating equipment and incinerators;
- make operating decisions in the absence of supervisory personnel.

As an entry level Water Distribution and Wastewater Collection Operator, performs any combination of tasks pertinent to the maintenance, installation and operation of a water distribution or wastewater collection system including but not limited to:

- excavation and backfilling of material prior to installation or for the repair of any of the described systems;
- installation of pipe and related appurtenances;
- control of flow of water/wastewater;
- monitor gauges, meters, and control panels and observe variations in operating conditions;
- operate valves and gates either manually or by remote control;
- start and stop pumps, engines, and generators to control and adjust flow;
- maintain shift logs and record meter and gauge readings;
- collect samples and perform routine field analyses;
- perform routine maintenance functions and custodial duties;
- operate power generating equipment;
- make operating decisions in the absence of supervisory personnel.

ADMINISTRATIVE DUTIES:

Under the general direction and supervision of the Public Works Superintendent, performs a variety of administrative tasks in support of Public Works Department functions, and performs related duties as required. Responsibilities include providing assistance with the implementation of a variety of public works programs and projects.

Duties may include, but are not limited to the following:

- Provide administrative and clerical support for the Public Works Department;
- Maintain and create file systems, including the asset management system;
- Undertake purchasing;
- Perform other related duties as assigned.

WORKING CONDITIONS:

- Work is subject to physical hazard, is carried out in all types of weather conditions, and is subject to stress and interruption.
- Usual hours of work are 8:00 a.m. to 4:30 p.m., five days per week. This position will involve working during weekends, evenings and holidays when on assigned standby duty or during unusual circumstances.

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- Required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles and other motorized equipment; stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with customers, supervisors and fellow employees on a continuous basis. Required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally lift and/or move up to 100 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Perform many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic, and underground. Continuous contact with staff, service users, other agencies and businesses as well as the general public.

KNOWLEDGE, SKILL AND ATTRIBUTES:

Hold a valid class 3 BC driver's license;

Be in good physical health;

Maintain pleasant and effective relations and communication skills with the public and co-workers, even under adverse conditions or circumstances;

Knowledge of safety regulations;

Basic first aid training;

WHIMIS training;

Chlorination training;

Grade 12 graduation diploma or equivalent;

Basic mathematical skills;

Eventual certification in the Environmental Operator Certification Program as follows:

Wastewater Treatment Level II

Water Treatment Plant Operator Level II

Water Distribution Systems Operator I

Wastewater Collection Systems Operator I

Note: these certifications may require enhancement if the facility's classification changes.

Eventual knowledge of computer operations including SCADA, Microsoft Word and Excel, and GIS based systems.

Willingness to participate in the continuous development of skills and knowledge related to the industry and successfully complete all training associated with the position on an ongoing basis.

QUALIFIER:

This 'job description' is not necessarily an exhaustive iteration of the requirements of the position.