

Town of Stony Plain
Job Description
Department: Planning & Infrastructure

Utility Technician – Level III Certified

Position Summary: The Utility Technician, Alberta Environment - Certified – Level III, under the direction of the Operations Supervisor, is responsible for the daily supervision and coordination of subordinate division staff and the daily operations of the water distribution system, dewatering system and sewage system in the Town of Stony Plain. This position will assist other divisions as directed.

RELATIONSHIPS

Reports To: Operations Supervisor

Positions Supervised: Permanent & Seasonal staff

Core Duties:

Supervision

- Supervise and assign duties to relevant staff
- Complete pre-job meeting forms, equipment inspection forms
- Address residents' concerns regarding the operations and performance of Utilities systems.
- Ensure all safety equipment is annually certified for operations/usage
- Provide recommendation to the Operations Supervisor for purchases of various equipment and operating procedures
- Ensure adequate staff level at all times
- Supervision of various contractors as required
- Training of new staff
- Ensure a safe work environment by performing daily safety checks in accordance with Occupational Health and Safety Regulations and the Town of Stony Plain Safety Policy (i.e. following safe work practices, completing hazard assessments, ensuring that staff is instructed in the proper use of all Town vehicles, equipment and tools).

Water

- Ensure safe potable water is delivered to residents
- Organize, supervise, and assist in the repairs of leaks or breakages in water lines, hydrants, and valves
- Organize, assign and assist as required with chlorine testing and obtain samples for bacteriological testing, as per Alberta Environment Code of Practice

- Maintain, repair and install water meters Provide meter readings for regular billing and disconnections
- Ensure shut-off of water valve for emergency or collection purposes
- Provide customers with trouble shooting for high consumption
- Perform daily reads at reservoirs
- Perform regular maintenance of reservoirs, water distribution pumps and backup pumps and other appurtenances in reservoirs
- Complete necessary paperwork and submit all required reports to Alberta Environment
- Organize, assign and assist in exercise of valves
- Organize, assign and assist in uni-directional flushing
- Perform and/or assist in the completion of inspections of various development reports relating to water and sewer as directed

Sewer

- Perform annual flushing of sewer mains
- Perform repairs of sewer mains and/or service laterals
- Perform video inspection of service laterals as required
- Respond to sewer back-ups
- Maintain records of sewer cleaning
- Performs maintenance and pump replacements on sewer lift stations

General Responsibilities:

- Participate in regular litter control and large item pick-up program
- Assist other divisions with parks, roads, projects/special events and sport field/arena general maintenance as required or directed including snow removal
- Participate in general equipment maintenance and shop clean-up
- Provide all staff with on call training requirements
- Provide water and sewer information to town staff, engineers, contractors and residents
- Oversee contractor services for cleaning and repairs to utility services.
- Prepare various reports as requested by the Operations Supervisor
- Ensure proper operation of SCADA system
- Participate in the on-call rotation
- Available to work shift work and overtime including weekends and/or statutory holidays as required

QUALIFICATIONS

Specialized Skills/Knowledge:

- Comprehensive knowledge of water distribution and wastewater collection systems and infrastructure
- Knowledge and operation of instrumentation (SCADA)
- Knowledge of trenching safety and confined space entry
- Heavy, medium and light construction equipment operation
- Class 3 license with air brake endorsement (mandatory)
- Workplace Hazardous Material Information System training
- Excellent communication and public relation skills
- Knowledge of water reservoir pump house operations would be an asset
- Knowledgeable of water wells and de watering systems would be an asset
- Medically/physically fit with the physical ability to use hand tools, lift heavy objects (over 25lbs), work in awkward positions, stand and walk throughout the day and work in inclement weather

Education:

- First Aid Certificate
- Level III Water Distribution and Wastewater Collection Certification
- Related Post-Secondary education

Experience:

- 5 - 7 years' experience working in a municipal water and sewer system
- Minimum of 5 years in a supervisory capacity

Employee Name: _____

Reviewed by Employee: _____

Reviewed by Manager: _____

Dated: _____