



TOWN OF INUVIK
Northwest Territories

Job Description

Utilidor Labourer

IDENTIFICATION

Job Title:	Utilidor Labourer
Supervisor's Position:	Utilidor Lead Hand
Job Status:	Casual - The work hours may vary based on the schedule and requirements of the department.
Location:	Utilidor Garage

OVERVIEW

The Utilidor Labourer is responsible for assisting in the maintenance and, in some cases, the operation of the Town's utilidor infrastructure, including underground water and sewer distribution systems.

The Utilidor Labourer reports to the Utilidor Lead Hand and is tasked with supporting the upkeep, inspection, and functioning of the Town's utilidor systems to ensure reliable and safe service delivery. Duties may include assisting with repairs, maintenance of piping and utility corridors, and adherence to safety protocols during all operations.

RESPONSIBILITIES

Perform regular maintenance and manual labour duties and provide assistance to team members as required to support the upkeep and operation of the Town's utilidor infrastructure, which includes underground water and sewer distribution systems, by:

- Assisting with inspections, routine maintenance, and emergency repairs on utilidor infrastructure
- Safely operating and maintaining tools and equipment for excavation, flushing, and pipe maintenance
- Conducting minor plumbing-related work such as tightening connections, clearing blockages, and checking for leaks
- Performing confined space entry duties in compliance with safety protocols and procedures
- Monitoring for leaks, unusual conditions, and ensuring system integrity through visual and manual inspection
- Assisting with seasonal operations, including heat trace maintenance, line flushing, and freeze-up prevention
- Clearing and maintaining access routes to utilidor access points during winter conditions (e.g. snow shoveling, ice removal)
- Maintaining work areas, equipment, and tools in a clean, safe, and operational condition
- Following all safety procedures and participating in safety meetings and training as required
- Supporting other Public Works functions as needed during emergencies or high operational demand

Other Duties:

- Perform other related tasks directly associated with the operation, maintenance, and safety of the utilidor system, as assigned by the Utilidor Foreman

KNOWLEDGE, SKILLS, AND ABILITIES**The incumbent must have proficient knowledge in the following areas:**

- The use, operation, and maintenance of light equipment and tools commonly used in the maintenance of underground water and sewer infrastructure (e.g. steam jenny, pressure washers, pumps, hand tools, power tools)
- The safe operation of confined space entry equipment and familiarity with municipal utility systems and related safety procedures
- Basic understanding of water and wastewater systems, including heat trace systems, valves, and piping components

The incumbent must demonstrate the following skills:

- Teamwork and collaboration in a physically demanding environment
- Decision-making and situational judgment in field operations
- Problem-solving related to water and sewer maintenance issues
- Effective verbal and written communication skills
- Time management and the ability to prioritize tasks under pressure
- Ability to read and follow safety protocols, technical instructions, and equipment manuals
- Ability to work independently with minimal supervision

The incumbent must also demonstrate the following personal attributes:

- Honesty and trustworthiness
- Respectfulness toward coworkers and the public
- Cultural awareness and sensitivity
- Flexibility and adaptability in a dynamic work environment
- Strong work ethic and a commitment to safety and service

WORKING CONDITIONS**Physical Demands**

The Utilidor Labourer job is physically demanding. It involves lifting heavy tools and equipment, digging, shoveling, and working in small or tight spaces. You may need to bend, kneel, or work in uncomfortable positions for long periods. The job can be hard on your muscles, especially your back, and there is a risk of injury if you're not careful. You will also be using equipment like jackhammers, pumps, and power

tools that can be heavy and noisy.

Environmental Conditions

This job takes place in many different environments. You'll work both indoors and outdoors, no matter the weather. In the winter, you might be outside in the cold and snow. In the summer, you could deal with heat, rain, wind, or bugs. You may also work underground in utilidor tunnels, which can be dark, damp, and noisy. You'll need to wear safety gear at all times.

Sensory Demands

Many tools and machines used in this job require a lot of focus and attention. If you're not careful when using them, you could hurt yourself. You'll need to stay alert and be aware of your surroundings, especially when working in small spaces or near moving equipment.

Mental Demands

The job can be stressful at times. You may need to work quickly to fix problems or handle emergencies. You might work alone or with little supervision, and you'll need to follow safety rules closely. There may also be pressure to finish tasks on time.

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

I certify that this job description is an accurate description of the responsibilities assigned to the position

Supervisor's Printed Name

Supervisor's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.