



## Job Description

# Utilidor Technician I

## **IDENTIFICATION**

**Job Title: Utilidor Technician    Supervisor's Position: Utilidor Technician Lead Hand**

**Job Status: Permanent Full Time RI - 40 hrs per week**

**Location: Utilidor Maintenance Garage**

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Utilidor Technician assists in the maintenance and operation of the Utilidor System, which provides the entire town with water distribution and wastewater collection.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

Reporting to the Utilidor Technician Lead Hand, the Utilidor Technician provides the full range of maintenance for the entire utilidor system, including freshwater collection from the river, distribution through the utilidor to all town users and collection of wastewater from all users.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Reporting to the Utilidor Technician Lead Hand the Utilidor Technician job involves a wide variety of Utilidor maintenance and operational activities, including:
  - Daily operation of the Water Treatment Facilities including taking water samples and adjusting chlorine levels to ensure water quality and safety
  - Daily operation of Utilidor System, including minor and major repairs to both the water distribution system and the wastewater collection system
  - Keeping accurate records and journal entries for all activities
  - Performing mechanical and structural repairs to Utilidor as required
  - Operation and maintenance of small equipment such as Kubota Excavator, Bob Cat Skid-steer, 1-ton trucks and trailer, steamers in the operation and maintenance of the entire utilidor system
  - Working unsupervised and always prepared to improvise when required providing uninterrupted Utilidor service
  - Conduct daily Meter readings

- Water and Sanitation sampling and testing including, but not limited testing for chlorine, turbidity, fluoride, raw water test, SMP (contaminants), biotest and sewage samples
  - Conduct daily, weekly, semi-annual and annual sampling
  - Undertake Building Inspections including daily inspections of junctions and readings
  - Undertake daily inspections of the system by taking water samples for chlorine and fluoride concentrations, meter readings, temperature and pump checks and ensure the boilers are firing as needed
  - Be on-call for weekends and after hours as required
2. Undertake a variety of irregular maintenance and operational activities required to keep the Utilidor System in optimal operating condition:
- Annually flush the entire system to rid the system of collected sediment
  - Periodically take sewer samples and send to Laboratory in Edmonton for detailed chemical analysis
  - Periodically inspect sewage lagoon, taking samples and adding enzymes
  - Steaming culverts in springtime to assist drainage
  - Investigating public complaints to determine problem source and repairing such when it is determined the source is within the utilidor and informing citizens if source of interruption is within the utiliddette
  - Testing hydrants for flow in new construction phases
  - Undertaking brush clearing around utilidor corridor in the summer as required
  - Assisting in the installation of the water pump house on the river after freeze up and reversing the procedure during thaw in the spring
  - Monitor the SCADA computer system for the Water Treatment Plant
  - Upload reports from the mainframe system
  - Maintain the logbook sheets
3. Perform other duties as required that are directly related to the major responsibilities of the position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

The incumbent must have proficient knowledge in the following areas:

- Water & sanitation systems management
- Water sampling & testing techniques
- Inspection procedures
- Building maintenance

- Basic knowledge of mechanical, plumbing, heating & electrical systems, water plant operations & maintenance, including pumps, valves, chemical treatment systems, etc.
- Water distribution and sewage collection systems including pipes, water mains, etc.
- Applicable by-laws & procedures.

The incumbent must possess the following skills:

- Ability to function as a team member
- Analytical and problem-solving skills
- Decision making skills
- Must be flexible and able to work well under pressure
- Must be able to deal well with the public
- Effective verbal and listening communication skills
- Literacy skills including the ability to read manuals
- Computer skills including the ability to use spreadsheet and word processing programs at a proficient level
- Stress management skills
- Time management skills
- Excellent mechanical skills
- Ability to operate & maintain water and sewer equipment and systems

The incumbent must have the following personal attributes:

- Maintain standards of conduct
- Be honest and trustworthy
- Be respectful
- Demonstrate a dedication to the position and the community
- Be consistent and fair
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

The Utilidor Technician I would normally attain the required knowledge, skills, and abilities through completion of Level 3 Water and Wastewater Certification and experience in water and wastewater operation and distribution systems. The incumbent requires current First Aid with CPR. WHMIS and Chlorine Gas Certification is strongly preferred. Equivalencies will be considered.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed, and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Utilidor Technician has a physically strenuous and demanding job. The incumbent will be lifting, pulling and managing equipment and objects. The incumbent will be handling potentially dangerous material and will have to ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Utilidor Technician must work outside in all different weather conditions including extreme cold and extreme heat. The incumbent will be constantly exposed to unpleasant sights and smells and may at times be exposed to dangerous and/or toxic substances and must take the necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The incumbent must concentrate and focus at times, particularly when working with chemicals and sewage to ensure that he/she is protected and that the public is not exposed to undue risk.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Utilidor Technician must work independently and is expected to maintain a schedule of delivery, collection and disposal. Any problems or inconveniences may result in increased stress to complete tasks in a limited time. In addition, when inspecting freeze ups, the incumbent may have to inform residents that the freeze up is their responsibility, resulting in significant cost to the resident, a stressful message to deliver.

**CERTIFICATION**

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Employee Signature		Supervisor's Title	
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Printed Name	Date	Supervisor's Signature	Date
I certify that I have read and understand the responsibilities assigned to this position.		I certify that this job description is an accurate description of the responsibilities assigned to the position.	
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Senior Administrative Officer's Signature		Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.			

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 of the position.