



TOWN OF INUVIK
Northwest Territories

Job Description

Utilidor Electrician

IDENTIFICATION

Job Title: Utilidor Electrician

Reports to: Utilidor Technician Lead Hand

Job Status: Full Time

OVERVIEW

The Utilidor Electrician is responsible for the operation, maintenance, inspection, and repair of the Town's utilidor system, including water treatment, water distribution, wastewater collection, and related infrastructure. The position performs the core duties of a Utilidor Technician while providing specialized electrical support for municipal utility systems. This includes performing basic electrical maintenance and repairs within the scope of certification and assisting qualified electricians and contractors with electrical installations, troubleshooting, maintenance, and repair activities.

RESPONSIBILITIES

1. Daily Operations:

- Operate the Water Treatment Facilities, including taking water samples and adjusting chlorine levels to maintain water quality and safety.
- Manage the Utilidor System, performing minor and major repairs to the water distribution and wastewater collection systems.
- Keep accurate records and journal entries of all activities.
- Perform mechanical and structural repairs on the Utilidor as needed.
- Operate and maintain small equipment, such as Bobcat Skid-steers, trailers, and steamers.
- Work independently and be ready to improvise to ensure continuous Utilidor service.
- Take daily meter readings.
- Conduct water and sanitation sampling and testing, including tests for chlorine, turbidity, fluoride, raw water, contaminants, biotests, and sewage samples.
- Perform daily, weekly, semi-annual, and annual sampling.
- Conduct building inspections, including daily checks of junctions and readings.
- Inspect the system daily, checking water samples for chlorine and fluoride levels, taking meter readings, checking temperatures, and ensuring boilers are functioning properly.
- Be on-call for weekends and after hours as needed.

2. Electrical Support

- Perform basic electrical maintenance and repairs on municipal utility infrastructure within the scope of certification.
- Inspect, troubleshoot, and maintain electrical components associated with the utilidor system, Water Treatment Plant, and related facilities.
- Assist qualified electricians and contractors with the installation, troubleshooting, maintenance, testing, and repair of electrical equipment and systems.
- Support the maintenance of motors, pumps, control panels, lighting, and other electrical equipment used in municipal utility operations.
- Identify and report electrical deficiencies and recommend corrective action.

- Ensure all electrical work is completed in accordance with applicable legislation, electrical codes, municipal policies, and safe work practices.

3. Irregular Maintenance and Operational Activities:

- Annually flush the entire system to remove collected sediment.
- Periodically take sewer samples and send them to a laboratory in Edmonton for detailed analysis.
- Periodically inspect the sewage lagoon, including taking samples and adding enzymes.
- Steam culverts in the spring to assist with drainage.
- Investigate public complaints to identify the source of issues, repair any found within the Utilidor, and inform citizens if the issue affects their service.
- Test hydrants for flow during new construction phases.
- Clear brush around the Utilidor corridor in the summer as needed.
- Assist in the installation of the water pump house on the river after freeze-up and reverse the procedure during thaw in the spring.
- Monitor the SCADA computer system for the Water Treatment Plant.
- Upload reports from the mainframe system.
- Maintain logbook sheets.

Other Duties:

Perform additional duties as required that are directly related to the key responsibilities of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent must have knowledge in:

- Electrical systems, controls, and troubleshooting techniques
- Water and sanitation systems management
- Water sampling and testing techniques
- Inspection procedures
- Building maintenance
- Mechanical, plumbing, heating, and electrical systems
- Water distribution and wastewater collection systems
- Basic operation of motors, pumps, control panels, and electrical equipment
- SCADA systems and automated control systems (asset if applicable)
- Relevant legislation, codes, municipal by-laws, and safe work procedures

The incumbent must possess skills in:

- Performing basic electrical maintenance and repairs
- Assisting with electrical installations, troubleshooting, and repairs
- Team collaboration
- Analytical and problem-solving
- Decision-making
- Effective verbal and written communication
- Interpersonal communication

- Operating and maintaining water and sewer equipment
- Proficient computer use (spreadsheets, word processing, and operational software)
- Time management and organization
- Ability to work independently and respond to operational emergencies

Personal attributes required:

- High standards of conduct
- Honesty and integrity
- Respectfulness
- Dedication to the position and community
- Cultural awareness and sensitivity
- Flexibility and adaptability
- Strong work ethic
- Commitment to safe work practices

Qualifications

The Utilidor Electrician typically gains the required qualifications through a Red Seal Journeyperson Electrician Certification, experience performing electrical maintenance and repairs, and experience working with municipal utility infrastructure.

The incumbent must possess:

- Red Seal Journeyperson Electrician Certification.
- Valid Class 5 Driver's Licence.
- Current First Aid and CPR Certification.

The following are considered assets:

- Level 3 Water and Wastewater Certification.
- WHMIS Certification.
- Chlorine Gas Certification.
- Experience with SCADA systems and municipal water and wastewater operations.

Equivalencies may be considered where appropriate.

WORKING CONDITIONS

Physical Demands

The Utilidor Electrician performs physically demanding work requiring frequent lifting, carrying, pushing, pulling, climbing, kneeling, bending, and working in confined spaces. The position requires the safe operation of tools, equipment, and municipal vehicles while performing maintenance, repairs, and inspections.

Environmental Conditions

Work is performed indoors and outdoors in all weather conditions, including extreme cold. The incumbent is regularly exposed to water, wastewater, chemicals, noise, dust, and other environmental hazards. The position also involves working around energized electrical equipment and systems, requiring adherence to established electrical safety procedures and the use of appropriate personal protective equipment (PPE).

Mental Demands

The incumbent must exercise sound judgment, attention to detail, and effective problem-solving skills while responding to changing priorities, service interruptions, and emergency situations. The position requires the ability to work independently, prioritize multiple tasks, and maintain accurate operational records while ensuring the safe and reliable operation of municipal utility systems.

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

Employee's Printed Name

Employee'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.