

## Greater Vancouver Regional District

**Position Description: CIVIL MAINTENANCE ASSISTANT FOREMAN (G751)**

**April 2006**

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**Purpose:** To assist the Civil Maintenance Foreman in planning, supervising and participating in the work program of a Civil Maintenance crew responsible for all aspects of civil maintenance of the various operating facilities within the Regional District.

**Duties:** *(The duties described are representative of the position and are not all-inclusive.)*

Assists the Civil Maintenance Foreman in planning, organizing, coordinating, and supervising the work program of a crew responsible for the maintenance of sewer, water and drainage facilities throughout the region. e.g: - sewers, manholes, water and sewer pumping stations, grit chambers, water chambers, water lines, road building, and waste water treatment plants, etc

Performs a variety of construction duties such as raising and rebuilding manholes and chambers, sewer line connections, valve testing and road building etc.

Performs maintenance tasks within the drainage area including the removal of gravel debris and windfalls, brush cutting, embankment remediation, grill cleaning, especially during and after heavy rains.

In conjunction with the Civil Maintenance Foreman, plans and schedules non-routine projects to coordinate with a variety of established maintenance schedules.

Assists the Civil Maintenance Foreman in deciding on equipment requirements and cost estimates for projects.

Ensures that equipment and tools are in good condition and that safety regulations are adhered to at all times.

Works with engineering staff on construction and structural problems and issues as they arise.

Works with other GVRD departments, municipalities, contractors, consultants, utilities, Provincial and Federal agencies, Native Boards, Dyke Commission and the public when necessary to discharge his responsibilities.

Assists the Civil Maintenance Foreman with on-the-job training of the crew and is responsible for the orientation and training of new employees.

Provides relief for the Civil Maintenance Foreman as required.

Provides the Civil Maintenance Foreman with the necessary information on the various projects as directed.

Submits activity reports, times-sheets, equipment records, visa statements, work orders, and all other documentation as required.

**Requirements:**

Grade 12 graduation or equivalent, plus training in maintenance and construction techniques.

Five years of related practical field experience involved in Water or Wastewater Maintenance plus 2 courses from Sacramento State Water Supply or Water Treatment or Wastewater Collection or Wastewater Treatment Level 1 and 2 courses; OR an equivalent level of training plus the completion of Public Works – PUBW 1001, Municipal Plan Reading – PUBW 1141 and Construction Quantities 1 – PUBW 1142; or equivalents.

Demonstrated mechanical, plumbing and carpentry abilities and knowledge of water and sewer repair techniques.

Must be able to read engineering drawings, plans and sketches. Ability to use computer applications related to the position and duties, e.g. MS Word, Excel, Outlook.

A good working knowledge of construction equipment, materials and procedures including the application of polymer and urethane coatings, grout injection equipment and techniques and application of magnesium hydroxide corrosion inhibitor.

A good working knowledge of the maintenance of the regional water/sewerage and drainage systems.

Ability to establish and maintain effective working relationships in a team environment.

Demonstrated initiative and leadership skills with proven ability to communicate effectively with staff and contractors.

A good working knowledge of WCB and Corporation Safety Regulations, Safe Work Practices, and Procedures relating to Regional systems proven through work habits developed on the job.

Valid Class 5 BC Driver's License.