

G.V.R.D.

TITLE: Instrumentation Foreman

POSITION DESCRIPTION

NO: _____ **DATE:** July 2002

PURPOSE OF POSITION:

To plan, allocate, coordinate, supervise and participate in the work of a group of qualified Instrumentation Technologists throughout GVRD facilities.

DUTIES:

The duties described hereunder are intended to be representative of the position and are not to be considered as all-inclusive.

Plans, allocates, coordinates, supervises and participates in the work of Instrumentation Technologists primarily engaged in, corrective, preventative and predictive maintenance activities as well as modifications to existing equipment and systems. Equipment maintained typically include electronic, pneumatic, and hydraulic instrumentation for measuring, transmitting, recording and controlling process variables, rain gauges, data loggers, chlorination, dechlorination, portable and stationary gas detection systems, industrial analytical, and instrumentation hardware interfaces associated with the District's SCADA, CDAC and PLC control systems.

Prepares work progress reports, purchase requisitions and cost estimates. Coordinates work activities of assigned staff with other trades, maintenance planners, operations, contractors and other departments. Prepares sketches and provides quality control to ensure neat and accurate facility record drawing and prints are maintained.

Monitors assigned staff and ensures GVRD OH&S policies and procedures are adhered to. Assists operating and other maintenance personnel in the safe and effective use of equipment. Recommends on disciplinary actions. Assists supervisor in the development of and use of written procedures, lockout and hazard assessments, and coordination of staff safety. Ensures staff technical training is kept current. Identifies and initiates additional staff training as required. Relieve supervisor during absences as required, participates in the hiring of new staff and training of apprentices.

Participates in the quality assurance (QA) of IMMPOWER data application entries and work order closures. Ensures that maintenance records such as service costs, equipment acceptance tests, configuration and initialization data, trouble reports are accurately entered into IMMPOWER.

Participates in the development, evaluation and adherence of maintenance standards, practices and procedures. Follows purchasing and accounting procedures as relevant for job. Keep up-to-date with current level of technology and apply to new work methods, techniques and safety regulations. Attend training courses and seminars relevant to duties of the job in areas such as safety, new or revised maintenance practices and work methods.

REQUIREMENTS: (Minimum to fill position)

Grade 12, plus Technologist Diploma in the field of instrumentation (BCIT or equivalent) or a valid B.C. Interprovincial Trades qualification in instrumentation. A minimum of 10 years related instrumentation experience. Valid B.C. drivers license and health certificate for watershed entry. Proven ability to organize and experienced in the direct supervision of staff. Capable of working with minimal supervision as part of maintenance team. Demonstrated report writing and verbal communication skills.

Sound knowledge of GVRD OH&S and WCB regulations, and the Canadian Electrical Code as adopted by the Province of British Columbia as it relates to instrumentation work. Sound working knowledge of electronics, installation and maintenance of signal producing transmitting, and storage systems for measurement and control of industrial processes as found in District facilities, relevant computer application software, and drafting.

Must provide own hand tools.