

Greater Vancouver Regional District

Position Description: Maintenance Technologist (G708)

May 2005

Purpose: Reporting to the Maintenance Engineering and Planning Superintendent, the Maintenance Technologist is responsible for supporting the maintenance predictive/preventative program, assisting with determination of equipment that is requiring excessive maintenance, organizing small maintenance jobs, supporting the maintenance superintendents and engineering staff in the execution of their responsibilities, assigning and maintaining the CMMS numbering system and providing relief for the maintenance planners.

Duties: *(The duties described hereunder are intended to be representative of the position and are not to be considered all inclusive.)*

Organizes and maintains the data base for predictive maintenance program. Assists with modifying and reviewing the preventative maintenance program for the various trades. Reviews maintenance management data to determine equipment that is being over or under maintained. Maintains the maintenance document management system. Develops various reports for maintenance staff including tracking reporting of performance and budget metrics.

Organizes and implements small maintenance projects including budgeting, prioritizing and tracking costs. Liaises with contractors and organizes scheduling priorities between Operations, Maintenance, and Contractors.

Supports the maintenance superintendents and engineering staff in the execution of their responsibilities through collection of data, completion of research, field/site visits, development of budgets, and other required tasks.

Assigns new equipment location numbers for any new equipment added to the GVRD utilities. For major additions, works with E&C and/or consultants to ensure equipment is numbered according to the GVRD standard. Works on major projects to ensure all required equipment information is entered in the CMMS system.

Organizes, schedules, and maintains regional maintenance programs like cathodic protection, fire systems, records management, etc.

Provides relief planning when required. This involves coordinating the scheduling of all preventive maintenance and planned corrective maintenance work for the trades, plans job sequences, job tasks, attaches detailed job procedures and drawings, initiates purchase requisitions for direct charge items, and ensures job packages including materials are ready prior to scheduling work. Reviews completed work orders to ensure required information has been documented.

Works in compliance with all GVRD safety policies, procedures and WCB regulations.

Requirements:

Grade 12, plus graduation from an Institute of Technology Diploma program in Civil, Mechanical, Instrumentation, or Electrical Technology; minimum of two (2) years related work experience.

Must have considerable working knowledge of managed maintenance methods and practices.

Sound knowledge of municipal/regional collections and distribution systems including the ability to read engineering drawings, sketches and plans. Good working knowledge of water treatment and wastewater treatment systems.

Strong verbal and written communication skills and an ability to deal with public, municipal and internal inquires. Ability to perform class room training sessions is an asset.

Demonstrated initiative and ability to work cooperatively and effectively in a team environment.

Demonstrated ability to use computerized maintenance management software, maintenance tracking/ reporting, project scheduling, spreadsheets, database and word processing software effectively.

Knowledge of GVRD's safety policies, procedures and WCB regulations relating to municipal/regional utilities.

Valid B.C. Driver's License.