

GREATER VANCOUVER REGIONAL DISTRICT

**Position Description: Utility Systems Foreman Water (G784)**

**November 2015**

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**PURPOSE OF POSITION:**

To plan, allocate, coordinate, participate in and supervise the work of a crew (s) engaged in operation and maintenance of all aspects of Metro Vancouver's Water Supply System.

**DUTIES:**

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

Responsible for the daily operation and maintenance of the water supply facilities and related support systems. Ensures all equipment such as pumps, valves, control systems, dams, reservoirs, watercourses, creeks and rivers are operated and maintained in accordance with established policies and procedures. Investigates and initiates corrective action where necessary.

Schedules, assigns, and directs workforce in preventive, predictive and corrective maintenance tasks. Prepares work schedules and estimates.

Works within and assists in determining budget allocations, estimates project costs as required and ensures effective project cost control.

Performs fault analysis of equipment or system failures. Evaluates system performance and equipment criticality.

Liaises with a broad range of internal and external contacts including, MV engineering, municipal representatives, contractors, consultants, Provincial and Federal agencies, and the public as necessary.

Ensures all operational and maintenance records are updated and maintained utilizing the EAM program. Submit other work progress, operations and investigative reports as required.

Assists in the development of operating, maintenance and lockout procedures and schedules. Reviews and provides input to planned facility/process/support system upgrades.

Trains subordinates in current operation and maintenance practices and procedures and monitors to ensure training objectives are being met.

Provides direction to staff. Maintains technical knowledge relative to water distribution and ancillary systems.

Assumes overall responsibility to ensure all work carried out by subordinates adheres to and is in compliance with all Worksafe and MV safety policies/procedures including compliance with WorkSafe BC regulations. Advises supervisor of situations requiring review.

Trains and develops employees by;

- Ensuring all required safety training is up to date, identifies and coordinates any additional training that may be required.
- Providing opportunities for staff to gain experience in all areas of the systems and related processes.
- Recommending areas of developmental training
- Encouraging & supporting staff to pursue additional related training courses/seminars (both internal & external)

**REQUIREMENTS:** (Minimum to fill position)

Grade 12 education or equivalent (Supplemented by courses in supervision, civil and mechanical technology, computers, electrical, instrumentation,-etc.)

Extensive experience and responsibility in water system operations and maintenance and related support systems with 6 or more years experience.

British Columbia EOCB Level III Water Distribution (Level IV preferred) or equivalent Provincial certification. The highest EOCB Water Distribution Certificate achieved shall be maintained in good standing.

Ability to interpret and work from engineering drawings.

Extensive knowledge of: mechanical, electrical and instrumentation equipment; process control systems; corrosion control;

Proven ability to plan, organize, direct and supervise the work of others with a demonstrated ability to establish and maintain effective working relationships.

Ability to develop and track work plans and prioritize activities.

Ability to communicate effectively orally and in writing with staff, outside agencies, contractors and the public.

Extensive knowledge of the occupational hazards and safety precautions and regulations applicable to the position's area of work.

Proficient in the use of computer applications related to the position and duties.

Physically capable of performing the duties of the position and willingness and ability to work shift work and/or stand-by/on call basis as required.

Willingness and ability to undertake additional training relating to the duties of the position.  
Demonstrated initiative and ability to work with minimal supervision.

Valid Class 5 BC Driver's License.