

Greater Vancouver Regional District

Position Description: URBAN DRAINAGE ASSISTANT FOREMAN (G773)

April 2006

Purpose: Assists the Urban Drainage Foreman in planning, directing, and supervising an operations crew; participates in the work program of the Urban Drainage operations crew responsible for all aspects of operating and maintaining GVRD's Urban Drainage system.

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

Works with, and assists the Urban Drainage Foreman in planning, organizing, coordinating, and supervising the work program of a crew responsible for the operation and maintenance of the drainage system.

Operates and maintains urban drainage facilities including storm sewers, manholes, Cariboo Dam, grit chambers, debris catchers, grills, flow meters, emergency power generators.

Carries out regular patrolling of storm sewers and drainage facilities in GVRD's three Urban Drainage areas ensuring effective conveyance of water, safety of the facilities, maintenance of access roads and prevention of encroachments onto easement. Communicates with property owners in the field to resolve encroachment and access problems. Performs escarpment inspections and provides related reports.

Performs construction duties such as the raising and rebuilding of manholes and chambers, storm sewer line connections, road building, creek bank stabilization utilizing a range of engineering and vegetation management techniques, creek channel enhancement and installation of grills.

Ensures the Drainage District watercourses, creeks and rivers are maintained in a free flowing condition while adhering to Federal, Provincial and Municipal requirements. Performs maintenance tasks including patrolling; gravel, debris, windfall and beaver dam removal; brush cutting; bank repairs; and both routine and emergency grill cleaning.

Troubleshoots and repairs storm sewer facilities. Rectifies any operational problems or arranges for correction of same. Makes suggestions for system improvements.

Assists in planning and scheduling non-routine jobs to fit in with a variety of established maintenance schedules and reports back to Foreman and management staff.

Decides on equipment needed for jobs and obtains quotes for equipment when needed.

Adheres to budget guidelines established by the supervisor.

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

Liaises with engineering staff on operational problems and issues.

Liaises with other GVRD departments, municipalities, contractors, consultants, utilities, Provincial and Federal agencies, Dyke Commission, and the public in discharging responsibilities.

Responsible for on-the-job training of the crew. Trains new employees.

Provides supervisor and foreman with necessary information on the system. Assists supervisor and foreman with projects as directed.

Assists in forest fire fighting.

Works in compliance with all safety regulations and ensures that safe work practices are followed by crew. Advises superior of situations requiring review.

Submits activity reports; inspection reports; time and equipment sheets.

May act in the capacity of the Urban Drainage Foreman as required.

Requirements:

Grade twelve or equivalent, plus knowledge of erosion/sediment control, bank stabilization and in-stream works. Related course work in these areas is preferred.

Four or more years experience in drainage operations and knowledge of the wastewater collection system with associated mechanical, plumbing and carpentry abilities. Experience in equipment maintenance, construction techniques, storm sewer repairs, video inspection, dam maintenance and use of standby generators is also required.

Training and experience in confined space entry, lock out, WHMIS, Survival First Aid with transport endorsement, chainsaw operation, boating courses (MED A3, MED A4), Incident Command.

Demonstrated leadership qualities and ability to direct and supervise the work of others.

Ability to establish and maintain effective working relationships in a team environment and communicate clearly with staff, outside agencies, contractors and the public.

Thorough knowledge of the regional drainage system and relevant WCB, DFO and Provincial regulations, procedures, and safety policies.

Physically capable of performing the duties of the position and demonstrated safety awareness.

Ability to use computer applications related to the position and duties. Ability to read blueprints, drawings and to interpret in-house GIS information.

Valid B.C. driver's license.