

## Greater Vancouver Regional District

### **Position Description: Utility System Operations Technician (G438) June 2005**

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**Purpose:** Reporting to the Utility Systems Operations Assistant Superintendent, the Utility System Operations Technician will assist supervisory staff in coordinating and supporting Utility Systems Operations programs such as the video program; the preventative maintenance and planned corrective work program; the security program and organizing small construction projects.

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

Assists the operations supervisory staff in developing video inspection program plans, tenders and contracts, including budgeting, prioritizing and tracking costs. Liaises with video contractors and organizes scheduling between Operations and Contractors. Assesses video information and develops reports listing deficiencies and repair method recommendations.

Coordinates the scheduling of all preventive maintenance and planned corrective maintenance work for Utility Systems Operations, plans job sequences, job tasks, attaches detailed job procedures and drawings, initiates purchase requisitions for direct charge items, maintains (through the Purchasing Department) standing purchase orders with local vendors, and ensures job packages including materials are ready prior to scheduling work.

In consultation with the operations supervisory staff, coordinates Operations staff for work with Maintenance Division staff in conjunction with the Maintenance Planners. Reviews completed Operations work orders to ensure required information has been documented.

Under direction, coordinates small construction projects, making recommendations on budgeting and scheduling priorities between Operations and Contractors. Liaises with contractors and tracks project costs.

Schedules, organizes and maintains regional programs like pipe crossing inspections, access road rights-of-way and maintenance, odour control records management and odour control asset inventory.

Maintains Utility Systems document management programs. Develops various reports for supervisory staff including tracking of safety and technical document changes. Assists supervisory staff in developing procedures such as system operations, lockouts, confined space entry and safe work procedures. Provides document management training to operations staff.

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Prepares a variety of technical reports, graphs, charts and drawings; ensures field changes to Utility Systems are properly documented and the appropriate Operations & Maintenance drawings are updated accordingly.

Assists supervisory staff in developing training schedules and tracking employee's continuing education units (CEUs).

Acts as a liaison between Utility System Operations and municipalities for street paving programs and tracking complaints.

Administers the Utility System Security Program, controls security keys and computerized card lock management for Utility Systems. Liaises with security contractors in developing facility security inspection frequencies.

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

### **Requirements:**

Graduation from an Institute of Technology Diploma program in Civil or Environmental Technology; minimum of one (1) year related experience in municipal water or sewer design and construction **OR** a Certificate in Technology plus two (2) years related experience; **OR** a combination of five (5) years of Utility Systems Operations experience and successful completion of technical training (BCIT or equivalent) as specified in the NOTE\* below.

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 enquiries. Ability to perform class room training sessions is an asset.

Ability to establish and maintain effective working relationships with a variety of internal and external contacts.

Demonstrated ability to work within groups as an effective team member.

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

Must have a good working knowledge of managed maintenance methods and practices.

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Must have strong organizational and time management abilities.

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

Valid B.C. Driver's License.

\*NOTE: The technical training requirements for applicants who have five years of Utility Systems Operations experience are: Introduction to Public Works Operations – PUBW 1001, Road Works Maintenance 1 – PUBW 1121, Spreadsheets for Public Works – PUBW 1152, Municipal Plan Reading – PUBW 1141, Construction Quantities 1 – PUBW 1142, Hydraulics Part 1, Fundamentals of Fluid – TSYH 3145, Hydraulics Part 2, Flow Under Pressure – TSYH 3146, Math 12, Excel 1&2 (In-House), Access 1 (In-House), XP Advanced (In-House)