

## GREATER VANCOUVER REGIONAL DISTRICT

**Position Description: ASSISTANT UTILITY SYSTEMS FOREMAN (G585)**  
December 2001

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### PURPOSE OF POSITION:

To assist superiors in all aspects of the operation and maintenance of a designated section of the GVRD Water Supply / Wastewater Collections systems.

### DUTIES AND RESPONSIBILITIES:

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

- Assists in operating, monitoring and maintaining all phases of the water supply and wastewater collections facilities and related support systems within the area.
- Works with, and provides direction to crew members as required in carrying out preventive and corrective maintenance and operational tasks following established policies and procedures.
- As directed, liaise with engineering staff on operational problems and issues. Works with other GVRD departments, municipalities, contractors, consultants, utilities, Provincial and Federal agencies, and the public as necessary.
- Assists with fault analysis of equipment or system failures as required. Evaluates system performance and equipment reliability. Investigates and initiates corrective action as required.
- Maintains operating records, submits work progress, time reporting, operations and investigative reports as directed. Assists in the preparation of work plans, schedules and estimates. Uses computer applications related to the position and duties.
- Monitors and maintains required levels of operating supplies. (i.e. remote warehouses)
- Reviews and provides input as required to planned facility/process/support system upgrades.
- Responsible for the training of junior staff in established operations, maintenance and safety practices and procedures and monitors same to ensure training objectives are being met.
- Works in compliance with all safety regulations and ensures that safe work practices are followed by subordinates. Advises superior of situations requiring review.
- Assumes the duties and responsibilities of superior in his/her absence as directed.

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REQUIREMENTS: (Minimum to fill position)

- Grade 12 education or equivalent (supplemented by courses in supervision, computers, electrical, instrumentation, flow monitoring, mechanical technology, construction technology, etc.)
- Progressive experience and responsibility in water supply / wastewater collection system operations, maintenance and related support systems with 5 or more years experience.
- Level III certification in Water Distribution through the “Environmental Operators Certification Program” (EOCP).
- Level I certification in Wastewater Collections through the “Environmental Operators Certification Program” (EOCP).
- Ability to communicate effectively orally and in writing with staff, outside agencies, contractors and the public.
- Thorough knowledge of the occupational hazards, WCB regulations, safety policies and procedures.
- Physically capable of performing the duties of the position and willingness and ability to work on a shift and/or stand-by/on call basis.
- Willingness and ability to undertake additional training related to the duties of the position. Demonstrated initiative and ability to work unsupervised.
- Ability to interpret and work from engineering drawings.
- Thorough knowledge of process and mechanical equipment, control systems, electrical and instrumentation equipment, pipeline technologies.
- Demonstrated leadership qualities and ability to effectively direct and supervise work of others.
- Ability to use computer applications related to the position and duties. i.e. Computerized Maintenance Management System.
- Ability to develop and track work plans and prioritize activities.
- Valid B.C. Driver’s License