

Greater Vancouver Regional District

Position Description: CIVIL MAINTENANCE FOREMAN (G750)

April 2006

Purpose: Reporting to the Civil Maintenance Supervisor, this position plans, directs, supervises and participates in the work program of Civil Maintenance crews responsible for all aspects of the civil maintenance of the various operating facilities within the Regional District.

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

Plans, organizes, coordinates, and supervises the work program of a crew responsible for the maintenance of sewer, water and drainage facilities throughout the region. eg: - sewers, manholes, water and sewer pumping stations, grit chambers, water chambers, water lines, road building, and waste water treatment plants etc.

Performs a variety of construction duties such as the raising and rebuilding manholes and chambers, sewer line connections, and road building etc.

Performs maintenance tasks within the drainage area including the removal of gravel debris and windfalls, brush cutting, embankment remediation, grill cleaning, especially during and after heavy rains.

Makes recommendations for structure and facility improvements.

Plans and schedules work in conjunction with maintenance planners and supervisors to coordinate with a variety of maintenance schedules, i.e., Preventative Maintenance, special projects, etc.

Decides on equipment, materials and labour required, and prepares cost estimates for projects.

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

Works with engineering staff on construction and structural problems and issues as they arise.

Works with other GVRD departments, municipalities, contractors, consultants, utilities, Provincial and Federal agencies, Native Boards, Dyke Commission and the public when necessary to discharge his responsibilities.

Provides on the job training of the crew and is responsible for the orientation and training of new employees.

Provides the supervisor with the necessary information & reports on work performed on the various projects as directed.

Requirements:

Grade 12 graduation or equivalent, plus 2 courses from Sacramento State Water Supply or Water Treatment or Wastewater Collection or Wastewater Treatment Level 1 and 2 courses; OR an equivalent level of training, plus the completion of Public Works - PUBW 1001, Municipal Plan Reading - PUBW 1141, Construction Quantities I - PUBW 1142 and Construction Quantities II - PUBW 1143 (BCIT courses) or equivalents.

Seven years of field experience involved in Water or Wastewater Maintenance.

Considerable knowledge of operations and maintenance of the regional water/sewerage and drainage systems.

Knowledge of water and sewer repair techniques.

Demonstrated mechanical, plumbing and carpentry abilities.

Must be able to read engineering drawings, plans and sketches. Ability to use computer applications related to the position and duties, e.g. MS Word, Excel, Outlook.

Strong working knowledge of construction equipment, materials and procedures.

Demonstrated initiative and leadership skills with proven ability to communicate effectively with staff and contractors.

Ability to establish and maintain effective working relationships in a team environment.

A good working knowledge of WCB and Corporation Safety Regulations, Safe Work Practices, and Procedures relating to Regional systems proven through work habits developed on the job.

Valid Class 5 BC Driver's License.