

GREATER VANCOUVER REGIONAL DISTRICT

Position Description: UTILITY SYSTEMS FOREMAN (G586) December 2001

PURPOSE OF POSITION:

To plan, allocate, coordinate, participate in and supervise the work of a crew (s) engaged in operation and maintenance of a designated area 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.

- Responsible for the daily operation and maintenance of the water supply and wastewater collections facilities and related support systems within a designated area. 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 determined 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 reliability.
- Liaises with a broad range of internal and external contacts including, GVRD 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 CMMS program. Submit other work progress, operations and investigative reports as required.
- Assists in the development of operating and maintenance 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 currency relative to water distribution/wastewater collections and ancillary systems.
- Assumes overall responsibility to ensure all work carried out by subordinates adheres to and is in compliance with all district safety policies/procedures including compliance with WCB 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 opportunity 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)
- For wastewater collection, acts as the Emergency Response Coordinator for the area. Implements the contingency plan as approved by the Ministry of Environment.

REQUIREMENTS: (Minimum to fill position)

- Grade 12 education or equivalent (Supplemented by courses in supervision, computers, electrical, instrumentation, mechanical technologies, construction technology, etc.)
- Extensive experience and responsibility in water/wastewater system operations and maintenance and related support systems with 6 or more years experience.
- Level III (IV preferred) 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 interpret and work from engineering drawings.
- Extensive knowledge of:
 - mechanical, electrical and instrumentation equipment;
 - process control systems;
 - sewer repair;
 - corrosion control;
 - sewer cleaning and video inspection related to the water supply/wastewater collection systems.
- 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 that are applicable to the position’s area of work.
- Proficient in the use of computer applications related to the position and duties, i.e., Computerized Maintenance Management System.

- 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 relating to the duties of the position. Demonstrated initiative and ability to work unsupervised.
- Valid B.C Driver's License.