



Job Description

Utilidor Technician

IDENTIFICATION

Job Title:	Utilidor Technician
Supervisor's Position:	Utilidor Technician Lead Hand
Job Status:	Permanent Full Time – 40 hrs. per week IR
Location:	Utilidor Maintenance Office

OVERVIEW

The Utilidor Technician helps maintain and operate the Utilidor System, which provides water and handles wastewater for the entire town. They report to the Utilidor Technician Lead Hand and are responsible for various maintenance tasks. Their work is essential for keeping the town's water services running smoothly.

RESPONSIBILITIES

As a Utilidor Technician reporting to the Utilidor Technician Lead Hand, your role involves a variety of maintenance and operational tasks for the Utilidor System, including:

1. Daily Operations:

- Operate the Water Treatment Facilities, including taking water samples and adjusting chlorine levels to maintain water quality and safety.
- Manage the Utilidor System, performing minor and major repairs to the water distribution and wastewater collection systems.
- Keep accurate records and journal entries of all activities.
- Perform mechanical and structural repairs on the Utilidor as needed.
- Operate and maintain small equipment, such as Kubota Excavators, Bobcat Skid-steers, 1-ton trucks, trailers, and steamers.
- Work independently and be ready to improvise to ensure continuous Utilidor service.
- Take daily meter readings.
- Conduct water and sanitation sampling and testing, including tests for chlorine, turbidity, fluoride, raw water, contaminants, biotests, and sewage samples.
- Perform daily, weekly, semi-annual, and annual sampling.
- Conduct building inspections, including daily checks of junctions and readings.
- Inspect the system daily, checking water samples for chlorine and fluoride levels, taking meter readings, checking temperatures, and ensuring boilers are functioning properly.
- Be on-call for weekends and after hours as needed.

2. Irregular Maintenance and Operational Activities:

- Annually flush the entire system to remove collected sediment.
- Periodically take sewer samples and send them to a laboratory in Edmonton for detailed analysis.
- Periodically inspect the sewage lagoon, including taking samples and adding enzymes.

- Steam culverts in the spring to assist with drainage.
- Investigate public complaints to identify the source of issues, repair any found within the Utilidor, and inform citizens if the issue affects their service.
- Test hydrants for flow during new construction phases.
- Clear brush around the Utilidor corridor in the summer as needed.
- Assist in the installation of the water pump house on the river after freeze-up and reverse the procedure during thaw in the spring.
- Monitor the SCADA computer system for the Water Treatment Plant.
- Upload reports from the mainframe system.
- Maintain logbook sheets.

Other Duties:

Perform additional duties as required that are directly related to the key responsibilities of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent must have knowledge in:

- Water and sanitation systems management
- Water sampling and testing techniques
- Inspection procedures
- Building maintenance
- Mechanical, plumbing, heating, and electrical systems
- Water distribution and sewage collection systems
- Relevant by-laws and procedures

The incumbent must possess skills in:

- Team collaboration
- Analytical and problem-solving
- Decision-making
- Interpersonal communication
- Effective verbal and written communication
- Proficient computer use (spreadsheets and word processing)
- Time and stress management
- Operating and maintaining water and sewer equipment

Personal attributes required:

- High standards of conduct
- Honesty and trustworthiness
- Respectfulness
- Dedication to the position and community
- Cultural awareness and flexibility
- Strong work ethic

The Utilidor Technician typically gains these qualifications through Level 3 Water and Wastewater Certification and experience in relevant systems. Current First Aid with CPR is required, and WHMIS and Chlorine Gas Certification are preferred. Equivalencies will be considered.

WORKING CONDITIONS

Physical Demands

The Utilidor Technician has a physically demanding job that requires lifting, pulling, and handling equipment and materials. This role involves dealing with potentially hazardous materials, necessitating safe and efficient practices to prevent contamination or infection.

Environmental Conditions

The Technicians work outside in various weather conditions, including extreme cold and heat. They are often exposed to unpleasant sights and smells and may encounter dangerous or toxic substances, making it essential to take precautions to protect their eyes, skin, and respiratory system.

Sensory Demands

The role requires strong concentration, especially when handling chemicals and sewage, to ensure personal safety and protect the public from potential risks.

Mental Demands

The Technicians work independently and must adhere to strict schedules for delivery, collection, and disposal. Encountering problems can increase stress, especially when inspecting freeze-ups, as they may need to inform residents of their responsibility for costs associated with these issues, which can be a difficult message to convey.

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

I certify that this job description is an accurate description of the responsibilities assigned to the position

Supervisor's Printed Name

Supervisor's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.