**CITY OF YELLOWKNIFE**

**Job Description**

June, 2018

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION TITLE:** Water & Sewer Maintainer I **POSITION NO**: #902-XXXU

**DEPARTMENT :** Public Works & Engineering **DIVISION:** Water & Sewer

**LOCATION:** City Garage **SUPERVISOR'S TITLE:** Superintendent, W&S

SUMMARY OF THIS POSITION

Under the general direction of the Superintendent and the Supervisor, Water & Sewer Division, the incumbent assists with repairing, maintaining and installing all City water and sewer infrastructure that provides essential services to the residents of Yellowknife. All incumbents are required to take part in the standby (on call) rotation as a back-up to be able to assist with emergencies. The incumbent has the capacity to advance to a Water & Sewer Maintainer II after a minimum of three (3) years in the position and completion of all required certification including demonstrated competence in the operation of all equipment and an understanding of the City’s water and sewer systems.

OUTLINE OF DUTIES

* Performs the installation and repairs of all City water and sewer infrastructure. This includes operating various water and sewer equipment that is utilized to accomplish the assigned tasks. This responsibility is done by:

- Installing, repairing and maintaining water and sewer mains as required, including providing field level advice on shutting off water mains and/or temporary looping of water mains for large scale projects;

- Connecting water and sewer services to houses and other buildings;

- Providing support to the pumphouse and liftstation crew to maintain and service all equipment and facilities in and around City liftstations and pumphouses;

- Thawing of water and sewer lines, which includes ground thaw boiler trailer set-up, operation and troubleshooting;

- Verifying force main and gravity main sewage flows in manholes;

- Under the direction of a Maintainer II, cleaning sewer mains or sewage wells using the high pressure flushing system on the Vactor truck and operating the vacuum system, high pressure water system and boom;

- Driving the Vactor truck;

- Installing, flow testing, servicing and repairing fire hydrants;

- Performing water meter calibration, repairs and replacements;

- Assisting the Finance Division with customer account accuracy, water meter reading verification and other general requests;

- Placing barricades and road signs and acting as flag person where required;

- Locating potential water leaks to pin point exact locations so that piping repairs are performed as well as testing to determine source of leaks;

- Collecting water and sewer samples for water license compliance;

June 2018

Water & Sewer Maintainer I Page 2

* Performing differential pressure checks and temperature checks on the water mains at various locations and when pressure or temperature is inadequate, troubleshooting is done to prevent freezing;
* Locating underground water and sewer piping for internal and external work planned for excavation;
* Installing, repairing, and maintaining surface potable water lines in Old Town and School Draw areas which includes flushing, disinfecting and testing of water;
* Purging surface water lines at the end of the season using high pressure compressors;
* Installing, repairing and maintaining City garden water piping;
* Other related duties as assigned.
* Responds to emergency situations such as water and sewer breaks, back-ups, freeze-ups, etc, in the appropriate manner under the direction of a supervisor during normal business hours and outside normal business hours, as a second standby (on call) designate.

**SPECIFICATIONS**

Basic Knowledge

The work requires a general working knowledge and understanding of the City's water and sewer infrastructure, as well as the operations, procedures and equipment utilized to install services and maintain the system. The incumbent is required to have knowledge of equipment, pipe and fitting types/sizes, tools, standards and procedures relating to the water and sewer infrastructure which is normally acquired through a minimum of two years of experience.

Specific Vocational Training

The incumbent requires a valid Class 3 (with air endorsement) NWT Driver’s License and Water Treatment and Water Distribution certification.

NOTE: After completing three (3) years in the Water and Sewer Maintainer I position incumbents who have completed the Water Distribution certification and Supervisor Awareness Certification (WSCC or in-house), who have a thorough knowledge of the City’s water and sewer infrastructure and who possess the following on the job training, which must be demonstrated through a competency test, will progress to the Maintainer II position: Training in Smart Water Meter reading, Vactor Truck Operations, Leak Detection Analyzer, Water System training on valve checks, system flows and entire system integrity, ground thaw boiler operations and all safety-related training requirements (i.e. First Aid/CPR/AED, Fall Arrest, Bear Awareness, Confined Space Entry, Flagging/Signal Person, etc...).

**RESPONSIBILITY**

Resources

The incumbent is responsible for the care of all water and sewer infrastructure and equipment, including the use and care of tools and equipment.

June 2018

Water & Sewer Maintainer I Page 3

Safety of Others

Safety rules and practices must be observed and instructions from supervisors in all job aspects must be followed. Alertness to prevent injury to self and others is a constant requirement during performance of duties. Many of the jobs that the incumbent participates in with the crew affects the flow of vehicular and pedestrian traffic therefore careful planning and safety considerations for both employees and the public are paramount.

**EFFORT**

Mental

The work requires alertness and periods of concentration, as well as manual co-ordination. Poor judgment and decision making can result in catastrophic failure of infrastructure that provides essential services therefore mental alertness and concentration is vital.

Physical

The work requires periods of lifting and physical labour can be strenuous at times.

**WORKING CONDITIONS**

Environment

The work is performed mainly outdoors on a year-round basis, including the harsh environment during the winter months in areas such as excavated holes/ditches, water and sewer manholes and other similar conditions. The work can be subject to harsh environmental conditions such as extreme cold and includes working in a wet environment all seasons of the year.

Hazards

The incumbent is exposed to a construction environment with associated equipment and conditions. Particular care must be exercised to avoid injury. Incumbent is required to enter confined spaces and areas where there may be chlorine gas exposure. Proper procedures and safe work practices must be followed at all times. Possible hazards include, but are not limited to: sewage handling and various strains of bacteria, high voltage cables, working on lake ice in the winter, working with high pressure piping and equipment (stored energy), heat and cold stress on the body from working outdoors, high noise levels around Vactor trucks, working with hazardous materials such as hydrocarbons (fuels and exhaust) and asbestos on old piping and possible exposure to wildlife in remote sampling areas or at the sewage lagoon.

June 2018

Water & Sewer Maintainer I Page 4

I have read and understand this job description. The Human Resources Division has informed me that it is a general description of the duties and responsibilities and qualifications required for my position, which forms the basis for my classification level and against which my performance will be evaluated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head’s Authorization Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources’ Authorization Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Administrator’s Authorization Date

DM #7584, v4