



JOB CLASSIFICATION DESCRIPTION

TRADESMAN I (UTILITIES)

DATE REVISED: JULY 2015

Job Summary:

This is semi-skilled and skilled manual and mechanical work below journeyman level involving the installation, adjustment, inspection, repair and maintenance of water, drainage and sewage pumping valves, controls equipment and metering systems. An incumbent of this class may assist a Tradesman II (Utilities) and/or a supervisor on the more complex aspects of the work and exercises some independence of action and judgement in the more familiar and less complex phases of the work. Oral and written assignments accompanied by blueprints or sketches are received from a supervisor who checks the work during progress and upon completion for workmanship and conformance with desirable standards.

Primary Duties and Responsibilities:

- Performs regular inspection duties at municipal water, drainage and sewage pumping stations and periodically inspects water reservoirs, pressure reducing valves and other controls.
- Independently performs the less complex repair and maintenance tasks on pumping equipment.
- Assists a journeyman in the installation of new pumping and related equipment as well as the more complex repair and servicing of pumping equipment.
- Installs, maintains and reads meters for billing purposes.
- Tests and repairs meters.
- Maintains logs and records pertaining to the operation, repair, inspection and maintenance work performed.
- Performs other work as required.

Necessary Qualifications

Knowledge:

- Considerable knowledge of the standard practices, methods, tools and equipment pertaining to pumps, meters, valves and controls, installation, repair, servicing and inspection.
- Considerable knowledge of the standard practices, methods, tools and equipment used in the repair and maintenance of water supply and distribution systems.
- Considerable knowledge of the City of Parksville and WorkSafeBC's safe work procedures, policies and regulations.
- Considerable knowledge of relevant manuals, guidelines, procedures, City policies and bylaws.
- Knowledge of the occupational hazards and safety requirements of the work.
- Working knowledge of control equipment operation.
- Working knowledge of industry maintenance standards and practices.
- Knowledge of computer-controlled monitoring systems (SCADA).

Skills/Abilities:

- Skill in the use and care of tools and equipment used in the repair, installation and maintenance of waterworks equipment.
- Ability to perform a variety of semi-skilled and skilled tasks in repairing, servicing, inspecting and installing waterworks equipment.
- Ability to effectively understand and carry out oral and written instructions and to read blueprints, plans, worksheets and sketches.
- Ability to prepare and maintain logs and records.
- Ability to write simple records, reports, plan work in order to operate the equipment efficiently and effectively.
- Good manual dexterity and demonstrated mechanical aptitude.
- Safe work habits and practices.
- Good verbal and written communication skills.
- Good customer service skills.
- Ability to establish and maintain good working relationships with the public and other City staff.
- Ability to multi-task, set priorities and work independently in accordance with established standards and procedures.
- Ability to work as part of a team and/or unsupervised.

Education:

- Grade 12 or equivalent, supplemented by technical courses related to the work.
- Minimum of Level 1 Certification with the British Columbia Water and Waste Association.

Training/Certification:

- Possession of a valid Class 3 BC Drivers Licence with air brake endorsement and a good driving record.

Experience:

- Considerable experience in water distribution and supply repair work preferably in the municipal environment.

Working Conditions

- Required to work in adverse weather conditions.
- Physically demanding work.
- May be required to come in contact with live sewage/bio-hazardous materials and will be required to follow the exposure control plan and safe work procedures..
- Required to work with City staff and members of the public in an effective and courteous manner.
- The employee may be required to work alone and will be required to follow the Working Alone Safe Work Procedure – following check-in/check-out practices/procedures.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.

Signature of Incumbent: _____ Date: _____