

Job Description

Pumphouse Maintainer

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Pumphouse Maintainer is responsible for the administration and maintenance of the water/sewer program in order to ensure that residents have safe and clean water and that sewage is treated in accordance with federal, territorial and municipal legislation, policies and standards.

SCOPE

(The way that the position contributes to and impacts on the organization)

Reporting to the Municipal Services Supervisor, the Pumphouse Maintainer administers and maintains the water and sewer program. This includes maintaining the water and sewer treatment plant and facilities and monitoring the water and sewer contracts fulfilled by private contractors.

The delivery of safe and clean water and the treatment of sewage is vital to the safety and health of the community. Failure to provide adequate services will jeopardize the health of the community. Failure to meet federal, territorial and municipal legislation and water quality standards will significantly jeopardize the health and well-being of residents and may result in liability for the Hamlet. Failure to deal with residents and the public in a courteous and respectful manner will lead to complaints concerning municipal services.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Administer and maintain water and sanitation systems in order to ensure the availability of clean community water supply and the proper disposal of waste and sewage

Main Activities

- Inspect water and sanitation systems
- Maintain and test potable water quality standards
- Monitor the delivery of water to residents, businesses and facilities
- Monitor the contracted sanitation and sewage collection and disposal
- Ensure standards and disposal procedures are followed
- Administer the solid waste management system
- Conduct regular inspections of water and sanitation systems

2. Maintain the water treatment plant systems in order to ensure the availability of a clean community water supply

Main Activities

- Maintain the treatment plant systems
- Maintain and operate the filtering and chemical treatment processes

- Inspect, service and repair components of the water treatment plant including water intakes, pipes, water storage vessels, chemical treatment equipment controls, circulation pumps, boilers, heat exchangers and valves
- Ensure an adequate supply of water for human consumption and fire fighting activities
- Prepare work orders for servicing and repairs
- Arrange for major repairs
- Inspect the treatment plant systems on a daily basis to ensure effective operations

3. Maintain the piped water/sewer distribution system to ensure that water and sewage is distributed in a safe and effective manner

Main Activities

- Perform inspections of the water reservoir
- Maintain piped water and sewage distribution systems
- Inspect water and sewage distribution systems including pipes, manholes, hydrants, tap houses, motors and lagoons
- Conduct regular preventative maintenance checks

4. Maintain the physical plant and mobile equipment

Main Activities

- Conduct regular inspections of the physical plant
- Establish a preventative maintenance program
- Conduct inspections of mechanical, generators, electrical and other building components and systems
- Conduct inspections of heating, ventilation and air conditioning systems
- Maintain mobile equipment including vehicles
- Make arrangements for major repairs to the physical plant and mobile equipment

5. Maintain the general administration of the Water/Sewer system in order to ensure effective operations

Main Activities

- Prepare budgets and financial reports for the water/sewer system
- Assist with capital planning
- Establish preventative maintenance schedules
- Administer water and sewer distribution contracts
- Keep a daily log
- Track data using the On Tap Computer Program
- Prepare activity and work order reports
- Recommend the purchase of goods and equipment
- Maintain inventories

- Provide reports to government agencies, departments and other organizations as required
- Ensure records are maintained
- Supervise and schedule the activities of the Water/Sewer Maintainer Assistant and casual staff

6. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ water and sanitation systems management
- ✓ water sampling and testing techniques
- ✓ inspection procedures
- ✓ building maintenance
- ✓ basic knowledge of mechanical, plumbing, heating and electrical systems
- ✓ water plant operation and maintenance including pumps, valves, chemical treatment systems, etc.
- ✓ water and sewer distribution and collection systems including pipes, watermains, manholes, hydrants, etc.
- ✓ applicable bylaws and procedures

Skills

The incumbent must demonstrate the following skills:

- ✓ excellent mechanical skills
- ✓ ability to operate and maintain water and sewer equipment and systems
- ✓ team leadership and management skills
- ✓ client service skills
- ✓ contract administration skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ literacy skills including the ability to read manuals
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate the On Tap Program
- ✓ effective public relations and public speaking skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate a dedication to the position and the community
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Water/Sewer Maintainer would normally attain the required knowledge, skills and attitudes through completion of a Level III of the Water and Waste Water Treatment Plant Operator Program combined with related experience. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Water/Sewer Maintainer has a physically strenuous and demanding job. He/she will be lifting, pulling and managing equipment and objects. The Maintainer will have to work in all weather, and must be prepared for both extreme heat and cold. As the Maintainer is handling potentially dangerous materials he/she must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Water/Sewer Maintainer must work outside in all different weather conditions including extreme cold and extreme heat. The Maintainer is constantly exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Sensory Demands

(The nature of demands on the incumbent's senses)

The Water/Sewer Maintainer is constantly exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Water/Sewer Maintainer must work independently and is expected to maintain a schedule of delivery, collection and disposal. Any problems or inconveniences may result in increased stress to complete tasks in a limited time. Stress is caused by the requirement to supervisor and direct others. The Maintainer must be sensitive to the culture of employees and residents.

