



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: UTILITY SERVICEPERSON (CERTIFIED) PROGRESSION

DIVISION: UTILITIES DIVISION **SCHEDULE:** A

DEPARTMENT: PUBLIC WORKS

UTILITY SERVICEPERSON (CERTIFIED) JOB SUMMARY:

The Utility Serviceperson performs all tasks assigned in the day-to-day operation and maintenance of the water, sanitary sewer and storm sewer systems. Responsible for operation, maintenance and construction work involving the performance of skilled tasks in the water, sanitary sewer and storm sewer areas. The duties may involve hazardous working conditions, specialized skills, and limited supervisory responsibility. Specific duties and skills vary according to the responsibilities of the division. Employees in this position are expected to exercise reasonable independent judgment and action, particularly in specialized tasks. Work is checked and evaluated on the basis of attaining desired objectives, quality of work, and adherence to established standards and procedures. Work can be of an emergency nature, and shift work is involved. Performs related duties as required.

UTILITY SERVICEPERSON IN TRAINING (USIT1) – The incumbent will enter progression at this level if selected for a posting without a certification in either water or wastewater collection. Incumbents will be required to progress to the USC role within a prescribed timeframe.

UTILITY SERVICEPERSON IN TRAINING (USIT2) – The incumbent will enter this level either from the UST1 level after achieving one certification or by automatic progression from LAB2 position within division if they possess and maintain EOCP certification in either Water Distribution or Wastewater Collections.

Incumbents in the USIT2 position will automatically progress to the USC position once they obtain EOCP certifications in both Water Distribution and Wastewater Collection.

Engages in the day to day operation and maintenance of the water, sanitary sewer and storm sewer systems by:

- installing, repairing, maintaining, and constructing underground and above ground water, sanitary and storm services and mains, including associated fixtures;
- assisting in implementing, monitoring and performing various maintenance programs and schedules;
- installing, repairing, inspecting and maintaining fire hydrants, valves, catch basins, manholes and related structures;
- responding to, and initiating action, to resolve complaints;
- dealing courteously and tactfully with members of the general public and other city staff;
- supervising the work of unskilled, semi-skilled or skilled personnel including City-owned and external rental equipment;
- requisitioning materials and supplies for assigned tasks or projects;
- performing confined space entry, traffic control, snow control and post excavation clean up;
- ensuring that safe work practices are followed and rectifying any unsafe or potentially unsafe situations; and
- performing related duties, as required.

Performs physical activities such as:

- lifting objects in excess of 90 lbs./40 kg.;
- lifting and carrying objects weighing up to 50 lbs./23 kg.;
- walking, standing, bending, lifting, and carrying for extended periods of time; and
- using common hand-tools needed for routine maintenance and repair tasks for extended periods of time.

Education: Grade 12. A Valid Environmental Operators Certification Program (EOCP) Level One Certification in Water Distribution and EOCP Level One Certification in Wastewater Collection.

Experience: 1 year of experience working in a public works construction or maintenance environment, involving water distribution and sanitary collections.

Knowledge & Skills: Reasonable knowledge of the theory, practices, methods, regulations and techniques used in construction and maintenance of Water Distribution Systems, Wastewater Collection Systems and Storm Water Collection Systems. Good knowledge of occupational hazards, safety procedures and applicable safety legislation. Sound judgment and decision making abilities. Ability to recognize, report and/or rectify actual and potential safety hazards. Ability to define problem areas and facilitate problem resolution. Ability to assign and monitor tasks. Ability to work within, and contribute to, a collaborative team environment. Demonstrated ability to use materials, and operate equipment, in a safe and efficient manner. Demonstrated commitment to customer service. Good organizational and time management skills. Ability to self-motivate and demonstrate initiative in carrying out assignments. Ability to work within a team environment. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal customers and co-workers. Ability to understand and effectively carry out written and oral instructions with a minimum of supervision. Good interpersonal skills to deal with internal customers, contractors, suppliers and the public. Ability to recognize, report and/or rectify actual and potential safety hazards. Good verbal and written communication skills. Sufficient physical strength and stamina to perform the required duties. Ability to work outside in all weather conditions. Demonstrated commitment to customer service. Ability to work from written orders, blueprints, sketches, grade sheets and oral instructions. Demonstrated ability to use and operate the tools and equipment used in the trade in a safe and efficient manner. Demonstrated competence in operating a computer in a Windows-based environment.

Valid BC Driver's license: Yes. Valid BC driver's license, full privilege class 5.
Vehicle Usage: Yes. City-owned vehicles.
Police Information Check: Yes.

Prepared by: Diane Bourret
Date prepared:
Date revised:
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