

EMPLOYMENT POSTING



Posting Title: Utilities Coordinator (Foreman)
Department: Operations Department
Closing: September 30, 2023
Pay Rate: \$45.20 plus applicable premiums
Hours: 40 hours per week. 8 hours per day between 7:00 am and 5:00 pm, Monday to Friday, with a ½ hour unpaid meal break
Union/Exempt: CUPE Local 105

We, the City, value the diversity of the people we hire and serve and encourage applicants from all walks of life. We are committed to fostering a workplace where individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person’s talents and strengths.

Join a collaborative team and enjoy work-life balance!

What you’ll do

The City of Prince Rupert is seeking a permanent, full time Utility Coordinator to join our team in our Public Works Department. Reporting to Operations Management, this **attendance sensitive position**, the Utilities Coordinator (Foreman) plays a crucial role in overseeing a wide range of duties related to the operation, maintenance, and construction of City infrastructure. This position requires strong computer skills, particularly in engineering applications (including CAD and Civil 3D), and involves conducting utility investigations, CCTV inspections, generating reports, and supervising assigned staff. The successful candidate will also provide surveying and computer drafting services to the Operations (Engineering and Public Works) Department. The successful candidate must meet the physical demands of the position and comply with safe work practices. The ability to work in a team and independently is required. **Required to work overtime and weekend on call as operationally necessary as per Articles 19.03 and 25.07 of the Collective Agreement.** This position must work toward, obtain and hold Level II Certification in Waste Water Collection and Water Distribution and applicable premiums will be applied.

Key Responsibilities:

Utility Investigations: Conduct thorough investigations to assess the condition and performance of utility systems, ensuring their reliability.

CCTV Inspections: Utilize advanced CCTV technology to inspect and maintain utility systems, identifying potential issues and ensuring compliance.

Reporting: Generate comprehensive reports summarizing inspection findings and maintain meticulous records.

Supervision: Lead and supervise assigned staff, providing guidance and ensuring efficient task execution.

Surveying and Computer Drafting: Provide essential surveying and drafting services to the Operations (Engineering and Public Works) Department, contributing to project success.

What you'll do

- Good working knowledge of water distribution systems, sanitary sewer and storm collection systems, and treatment facilities;
- Demonstrated ability to work with minimal supervision and apply critical thinking principles;
- Ability to work independently and to accomplish tasks and assignments;
- Able to follow safe work practices;
- Ability to deal with the public in a courteous and tactful manner, demonstrating excellent personal communication skills;
- Considerable knowledge of Public Works maintenance and construction practices, which includes the use of equipment, materials and methods used in maintenance, construction and repair activities of municipal works including, but not limited to, Utilities and Roads, systems;
- Ability to perform labouring in and around vehicles, equipment and pedestrian traffic;
- Demonstrated thorough knowledge of the laws, rules and regulations, standards and specifications, municipal bylaws and policies pertaining to the water and wastewater utilities;
- Knowledge of WorkSafe BC Rules and Regulations;
- Knowledge of the fundamentals of project management, construction contracts, engineering computer applications and mathematics, and typical engineering standards;
- Good knowledge of level note reduction with clarity, grade setting calculations;
- Must be familiar with construction inspection methods and compliance practices;
- Knowledge of the fundamentals of budgeting and standard costing procedures as related to engineering programs and operations;
- Ability to use good judgement and sound decision making when dealing with contractors, developers, and the public;
- Proficiency in conflict resolution is required; and,
- Other duties as required.

What you bring

In order to be considered for this position you must have the following:

Minimum Qualifications:

- Dogwood Diploma or GED;
- Diploma in Civil or Environmental Engineering Technology from a recognized educational institution, or equivalent academic training and experience;
- A minimum of two years "hands on" practical experience in civil engineering, preferably working in a government or a construction setting involving residential subdivisions, and/or related projects;

- Sound experience in the use of MS Office, GIS, AutoCAD, Total Station and related software;
- Valid Class 5 BC Driver's Licence (Driver's Abstract required);
- Must be able to obtain a RCMP Criminal Record & Vulnerable Sector Check. Results of which will be reviewed by the City for employment;
- Proficient computer skills (Microsoft Word, Excel and Access including CCTV programs);
- Accurate typing speed of 40 wpm;
- MMCD Contract Administration is considered an asset;
- Traffic Control Certification will be required; and,
- Confined Space Entry Certification will be required.

Required Certifications to be obtained within 2 years:

- Supervising for Safety (WorkSafe BC Certificate);
- Emergency First Aid (Level 1);
- WHMIS Certification;
- Water Distribution Operator II EOCP certification will be required;
- Wastewater Collection Operator II EOCP certification will be required;
- Traffic Control Certification will be required; and,
- Confined Space Entry Certification will be required.

Fitness Requirement:

- Must be clean shaven to enable a respirator to be worn as per WorkSafe BC Regulations;
- Ability to pass an annual full-face respirator fit test;
- Good physical condition with sufficient strength and stamina to perform heavy manual work outside in the presence of all-weather conditions; and,
- Heavy lifting, pulling and managing equipment/objects are part of the assigned tasks. Employees must be able to handle weight up to 100 lbs and able to lift 40 lb.

What to send our way

- Your Resume (CV) highlighting your education, experience and skills;
- Include proof of qualifications; and
- A cover letter that highlights your desire to work for the City of Prince Rupert.

Please submit, in PDF format only, your cover letter and resume (CV) to:

Human Resources Department
 City of Prince Rupert | Operations Department
 424 3rd Avenue West, Prince Rupert, BC V8J 1L7
Email (pdf form): hrop@princerupert.ca

Relocation Package available for a 3-year commitment

Application Deadline: September 30, 2023

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.