

## Job Information

Job title	<b>Utility Assistant Supervisor</b>	Job Code: ASUTL	Pay Grade: N
Title of immediate supervisor	Supervisor- Public Works		
Department/Division	Engineering / Public Works		
Prepared by	N. Pallan		
Date Created	November 15, 2016	Revised date	
Dept Head Signature	Originally signed by Harley Machielse	Date	January 11, 2017

## Job Purpose

Supervises, oversees and participates in the work of a crew carrying out installation, rehabilitation, repair, inspection and testing of Water, Wastewater, and Storm Water systems.

## Duties and Responsibilities

- Plans, assigns, supervises, co-ordinates and assists in the work of the employees engaged in repair, maintenance and construction.
- Oversees, coordinates and completes repairs, installation, calibration and regular maintenance.
- Provides advice on all aspects of the system.
- Liaises with private contractors, homeowners, engineering and plumbing inspectors relevant to the problem and solutions.
- Requisitions materials and equipment required for the jobs undertaken.
- Responds to and investigates complaints from the public, engineering, risk management, development or parks departments and initiates corrective action.
- Ensures the safety of work crews and the public by enforcing all appropriate municipal and WCB safety standards.
- Coordinates and participates in pre-planning sessions for projects.
- Assists in the preparation of cost estimates for planned and future work and projects.
- Records and maintains a variety of data and information to track operations, and prepares reports using paper and electronic formats.
- Prepares employee performance evaluations for supervisors review.
- Conducts safety risk assessments and assists with the preparation of draft safe work practices.
- Performs other related duties as required.

## Qualifications

- Grade 12 or equivalent.
- EOCP Level II Certification for Wastewater Collection or Water Distribution.
- One year of post-secondary Water and Wastewater Technician certificate.
- Four years direct Waterworks or Wastewater experience in a class 3 system.
- Experience in project management including planning, budgeting, cost estimating and scheduling.
- Courses relating to supervisory skills training.
- Proficiency in field based GIS software.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

## Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

**Working Conditions**

Works outside in all types of weather. Must be reasonably available to respond to after-hour emergencies.