



## FRASER VALLEY REGIONAL DISTRICT

Website: [www.fvrd.bc.ca](http://www.fvrd.bc.ca)

### Utilities Aide (Part-Time)

#### Competition #2010-01

The Fraser Valley Regional District is inviting applications from qualified candidates to fill a part-time position of Utilities Aide. We require someone to work approximately 16 – 20 hours a week in the geographic area of Dogwood Valley, Yale and Boston Bar/North Bend.

The primary duty is collecting water samples and transporting them for water quality testing and laboratory analysis. Other duties include performing a variety of general labour tasks, general operations and maintenance of water systems and sewer systems, repairs to grounds, facilities and equipment, including storm sewers, street lights, and solid waste facilities,

Required knowledge, skills and abilities:

- completion of Grade 12 and related experience
- general carpentry, construction and painting experience is desirable
- experience with and/or knowledge of mechanical systems, pumps and automatic chemical feed systems is preferred
- preference for accreditation from a post-secondary program in Water and Wastewater Technology
- must be physically fit and able to work outdoors in all types of weather
- must possess a valid BC Driver's License.
- eligibility for registration with the B.C. Water and Waste Association and the Applied Sciences Technologist and Technicians of B.C. would be an asset
- good communication and interpersonal skills required

The wage rate for this bargaining unit position is \$14.61 to \$17.19 per hour plus an additional 10.2% in lieu of benefits.

If you are interested in this position, please submit a detailed resume, along with a cover letter, indicating your qualifications, by 4:30 p.m. on January 25, 2010 to [jobs@fvrd.bc.ca](mailto:jobs@fvrd.bc.ca) or fax, confidentially, to 604-702-5461. If you wish further information, please contact B. Williams at 604-702-5000 or toll free (in B.C.) at 1-800-528-0061.

Please visit the FVRD website [www.fvrd.bc.ca](http://www.fvrd.bc.ca) for further information about our organization.

FRASER VALLEY REGIONAL DISTRICT

JOB DESCRIPTION

DATE: December 2009

1. CLASS TITLE: Utilities Aide
2. PAY GROUP: Pay Group 205
3. DEPARTMENT: Engineering
4. ORGANIZATIONAL RELATIONSHIPS:
  - (a) Reports to: Utilities Technician III
  - (b) Supervises: n/a
  - (c) Coordinates with: Engineering Department staff

5. GENERAL ACCOUNTABILITY:

Under the supervision of the Utilities Technician III, the incumbent in this position assists with the efficient operation of public utilities and with the preventative maintenance programs by maintaining and repairing facilities and equipment, and supporting the Utilities staff by assisting in their duties, as required, to meet service expectations and departmental goals and objectives. Follows safe work practices and adheres to safety regulations.

6. NATURE AND SCOPE OF WORK

Perform general operations and maintenance of water systems and sewer systems, and repairs to grounds, facilities and equipment, including storm sewers, street lights, and solid waste facilities.

Collects water samples weekly and transports them for water quality testing and laboratory analysis

Performs a variety of manual, general labour tasks

Obtains and uses a variety of materials, supplies and equipment for the jobs

Keeps electronic and manual records

Performs other related duties as assigned

7. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Completion of Grade 12; preference for accreditation from a post-secondary program in Water and Wastewater Technology or related experience

General carpentry, construction and painting experience is desirable

Experience with and/or knowledge of mechanical systems, pumps and automatic chemical feed systems preferred

Must be physically fit and able to work outdoors in all types of weather

Ability to quickly acquire an understanding of water systems

Good communication skills and be able to understand verbal and written instructions

Ability to complete forms, logs and other records accurately and tidy

Ability to work well both independently without supervision as well as within a team environment, have good interpersonal skills, and be able to establish and maintain effective working relationships

Ability to effectively prioritize work, and solve problems

Ability to exhibit courtesy, tact, diplomacy and an effective dialogue with the public

8. REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

Eligibility for registration with the B.C. Water and Waste Association and the Applied Sciences Technologist and Technicians of B.C. would be an asset.

Able to complete a WCB Level I First Aid course and certified WHMIS course.

9. WORKING CONDITIONS

A full time incumbent in this class will normally work a 40 hour week of Monday to Friday, with an 8 hour day worked between the hours of 7:00 a.m. and 5:00 p.m., and may, on occasion, work overtime, evening, or weekend work or standby as authorized.

A part time incumbent will work between 4 and 8 hours per day, several days per week, as and when required, and may, on occasion, work overtime, evening, or weekend work or standby as authorized.

Performance of duties requires travel and working outside in all kinds of climactic conditions, occasionally in isolated situations involving public utilities. The incumbent is required to follow all safety practices and procedures in the performance of duties.