



## JOB DESCRIPTION

CITY OF  
ST. CATHARINES

		<b>Employee Group</b>	CUPE Local 150
<b>Job Title</b>	Underground Services Operator	<b>Pay Group</b>	11
<b>Department</b>	Transportation and Environmental Services (TES)	<b>Division</b>	TES Operations
<b>Supervised By</b>	Foreman III	<b>Directs</b>	Hydraulic Backhoe Operator, Utilities Worker, Labourer

### SUMMARY OF DUTIES:

To perform maintenance and repair services of the municipal water and sewer distribution system and satisfy Provincial requirements for Certified Operators of Water Distribution and Wastewater Collection Systems.

### DUTIES AND RESPONSIBILITIES:

*(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements.)*

1. Organize, direct and participate in crews of up to 5 workers including machine operators, to perform work related to the maintenance and repair of the City water and sewer distribution system. Sample tasks and duties include:
  - a. Repair, replacement, installation, maintenance and operation of municipal watermain and sewer pipe sections, services, water valves, fire hydrants, catch basins, manholes and culverts;
  - b. Responsibility for proper set-up of required traffic control at work sites to ensure public and worker safety according to City traffic plans, Ministry of Labour (MOL) regulations, and Ministry of Transportation (MOT) guidelines;
  - c. Responsibility for public and crew safety, and the protection of public utility plant when excavating adjacent to high voltage hydro installations, high pressure gas mains and services, fibre optics, etc.;
  - d. Locating sewer and water lines using technical drawings, water and sewer reference books and electronic locating equipment;
  - e. Inspection of watermain valves, fire hydrants, sewers, manholes, overflows and catch basins;
  - f. Personally accountable for ensuring that the Ministry of Labour regulations are followed by all employees on their job site.
2. Operate water and sewer installation and maintenance equipment. These include: electric and manual watermain tapping devices, underground piercing tools, compressors, hydraulic valve turning equipment, sewer flushing and rodding equipment, jackhammer, compressor,

etc. Operate other equipment as trained and qualified such as: sewer flush truck, backhoe, mobile crane, catch basin cleaning truck, etc.

3. The ability to deal effectively with the public during emergency and potentially stressful situations, i.e. loss of water, sewer back-ups, etc.
4. Carry out minor repairs and maintenance of equipment and tools.
5. Assist in directing outside contractors involved in completing City maintenance or utility replacement projects.
6. Complete paper work related to daily performance logs, material consumed, preparation of cost and time estimates, etc.
7. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.
8. Provide excellent customer service; respond to needs of all customers and staff as required.
9. Perform other similar and related duties as required.

#### **POSITION REQUIREMENTS:**

- Grade 12 Diploma or General Educational Development (GED) Certificate.
- Presently hold and maintain a minimum of Level 1 MOE Operator Certification in both Water Distribution and Wastewater Collection.
- Certified to operate a Radial Boom Derrick Crane to 8 ton capacity.
- Valid - Standard First Aid / CPR C Certification as recognized through the Workplace Safety and Insurance Board (WSIB).
- Valid, unrestricted Class "DZ" driver's licence held in good standing.
- Annual participation in training and study towards obtaining and maintaining Level 4 MOE Operator Certification in both Water Distribution and Wastewater Collection.
- Formal training and experience with the Occupational Health and Safety Act in particular as it relates to excavation and trench safety, confined space entry and traffic control.
- Knowledge of Municipal Plumbing Codes and internal plumbing installations, and / or willingness to attend training sessions pertaining to plumbing and installations.
- Demonstrated knowledge of the Ontario Traffic Manual with emphasis on Book 7 preferred. Ability to safely set up traffic control in work zones during roadway or utility construction and maintenance operations.
- A demonstrated commitment to enhancing a safety culture. Knowledge of City of St. Catharines safety policies preferred.
- Ability to meet the physical demands of the job as described in the physical demands analysis (PDA).
- Availability to work flexible hours (e.g. working shifts for a 7 day, 24 hour operation, overtime, winter control).
- Ability to direct and organize other workers while working under limited supervision.

- Effective time management skills and attention to detail with the ability to organize work to meet deadlines, multi-task and work independently in situations with minimal supervision.
- Exceptional customer service skills with a strong sense of public service and cooperation, and well developed abilities to deal with the public and citizens' groups.
- Basic computer skills, experience with Microsoft Office Suite an asset.

Approved by:



\_\_\_\_\_  
Director of Transportation and Environmental Services

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Date

Oct. 21/13

Acknowledged by:



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Assistant Director of CSS / HR Management  
Revised August 14, 2013

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Date

OCT 28 / 13