



JOB DESCRIPTION

CITY OF
ST. CATHARINES

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|----------------------|-------------------------------------------------|-----------------------|------------------------------------|
| | | Employee Group | CUPE Local 150 |
| Job Title | Utilities Worker | Pay Group | 6 |
| Department | Transportation and Environmental Services (TES) | Division | TES Operations |
| Supervised By | Foreman III | Directs | Labourer, Seasonal Staff, Students |

SUMMARY OF DUTIES:

To perform manual and simple mechanical functions in the maintenance and repair of the municipal 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. Perform manual labour functions to carry parts, materials, and equipment on the work site, operate hand tools, such as shovels, wrenches, valve keys, sewer cleaning rods, jointing and tapping tools, etc., as well as power tools such as drills, chop saws, valve turners, compressors, breakers, pumps, torpedoes, tampers, etc., involving knowledge of their operation and of utilities work.
2. Assist Underground Services Operators in general repair and maintenance of the water distribution and wastewater collection systems in activities such as, but not limited to:
 - a. Repairing, replacing, installing, maintaining and operating of municipal water main and sewer pipe sections, services, water valves, fire hydrants, catch basins, manholes and culverts;
 - b. Working safely in excavations and confined spaces as required;
 - c. Setting up the 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 (MTO) guidelines;
 - d. Protection of the public and the work crew safety, including acting as flagman to control traffic, when required;
 - e. Protecting and excavating, as required, existing utility plant when excavating adjacent to water and sewer lines, buried hydro installations, gas mains and services, telephone, television, traffic light, and fibre optic cables, etc.
3. Operate City vehicles to transport personnel, equipment and materials to and from the job site, as required.
4. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.

5. Provide excellent customer service; respond to needs of all customers and staff as required.
6. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets and accident reports).
7. Perform other similar and related duties as required.

POSITION REQUIREMENTS:

- Grade 12 Diploma or General Educational Development (GED) Certificate.
- Valid - Standard First Aid / CPR C Certification as recognized through the Workplace Safety and Insurance Board (WSIB).
- Valid, unrestricted Class "G" driver's licence held in good standing. "DZ" licence preferred.
- Obtain and maintain the M.O.E. Certification as an Operator-In-Training for both Water Distribution and Wastewater Collection Systems within two years of accepting the position.
- Participate in training and study towards obtaining and maintaining Class 1 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 maintenance and construction activities (e.g. Personal Protective Equipment (PPE), fall arrest, confined space entry, trench safety).
- A demonstrated commitment to enhancing a safety culture. Knowledge of City of St. Catharines safety policies preferred.
- 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.
- Knowledge of general construction, safety practices, and utilities operational work.
- 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).
- 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:

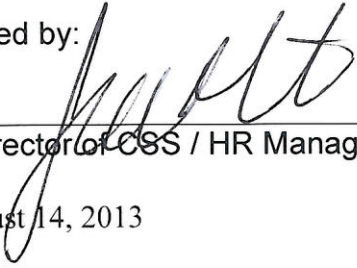


Director of Transportation and Environmental Services

Date

Oct 21/13

Acknowledged by:



Assistant Director of CSS / HR Management

Date

OCT 28/13

Revised August 14, 2013