



## Utility System Operations Technician (Planner)

Full-Time Regular

Location: Lake City Operations Centre, Burnaby

Join us as we help shape the place people want to be – Metro Vancouver, one of the world’s most livable regions. The services and solutions we provide are the foundation of our region’s economic, ecological and social health. This includes the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing and community engagement to over 2.5 million residents. We don’t stop, we don’t close and we do what is right, for now and for future generations.

We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; exceptional benefit packages with valuable pension plan; employee wellness and recognition programs; and many diverse opportunities for professional growth and development.

We deliver the exceptional services and solutions that have helped make this one of the most special, livable communities in the world, and we want you to join us. Help us shape the future of the Metro Vancouver region, and shape the place people want to be.

**Our Water Services Department is seeking a Utility Systems Operations Technician (Planner) who will assist supervisory staff in planning, coordinating and scheduling daily work for the Utility Systems Operations crews in Water Services. The Tech will work extensively with our computerized maintenance management program (EAM) to plan preventative and corrective maintenance and will also be a key contact for drafting/editing work procedures and safe work procedures. The ability to organize and schedule both people and tasks is a key requirement for this role.**

**You are:** A graduate from a Technology Diploma program in Civil or Environmental Technology with a minimum of one (1) year related experience in municipal water or sewer design and construction OR hold a Certificate in Technology plus two (2) years related experience.

### **In this role, you will:**

- Assists the operations supervisory staff in developing video inspection program plans, tenders and contracts, including budgeting, prioritizing and tracking costs. Liaises with video contractors and organizes scheduling between Operations and Contractors. Assesses video information and develops reports listing deficiencies and repair method recommendations.
- Coordinates the scheduling of all preventive maintenance and planned corrective maintenance work for Utility Systems Operations, plans job sequences, job tasks, attaches detailed job procedures and drawings, initiates purchase requisitions for direct charge items, maintains (through the Purchasing Department) standing purchase orders with local vendors, and ensures job packages including materials are ready prior to scheduling work.
- In consultation with the operations supervisory staff, coordinates Operations staff for work with Maintenance Division staff in conjunction with the Maintenance Planners. Reviews completed Operations work orders to ensure required information has been documented.
- Under direction, coordinates small construction projects, making recommendations on budgeting and scheduling priorities between Operations and Contractors. Liaises with contractors and tracks project costs.
- Schedules, organizes and maintains regional programs like pipe crossing inspections, access road rights-of-way and maintenance, odour control records management and odour control asset inventory.
- Maintains Utility Systems document management programs. Develops various reports for supervisory staff including tracking of safety and technical document changes. Assists supervisory staff in developing procedures such as system operations, lockouts, confined space entry and safe work procedures. Provides document management training to operations staff.
- Prepares a variety of technical reports, graphs, charts and drawings; ensures field changes to Utility Systems are properly documented and the appropriate Operations & Maintenance drawings are updated accordingly.
- Assists supervisory staff in developing training schedules and tracking employee's continuing education units (CEUs).
- Acts as a liaison between Utility System Operations and municipalities for street paving programs and tracking complaints.
- Administers the Utility System Security Program, controls security keys and computerized card lock management for Utility Systems. Liaises with security contractors in developing facility security inspection frequencies.
- Works in compliance with all Metro Vancouver safety policies, procedures and WorkSafe BC regulations.

### **To be successful, you have:**

- Graduated from an Institute of Technology Diploma program in Civil or Environmental Technology; minimum of one (1) year related experience in municipal water or sewer design and construction OR a Certificate in Technology plus two (2) years related experience; OR a combination of five (5) years of Utility Systems Operations experience and successful completion of technical training (BCIT or equivalent) as specified in the NOTE\* below.
- Sound knowledge of municipal/regional collections and distribution systems including the ability to read engineering drawings, sketches and plans. Good working knowledge of water treatment and wastewater treatment systems.

- Strong verbal and written communication skills and an ability to deal with public, municipal and internal enquiries. Ability to perform class room training sessions is an asset.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Demonstrated ability to work within groups as an effective team member.
- Demonstrated ability to use computerized maintenance management software, maintenance tracking/ reporting, project scheduling, spreadsheets, database and word processing software effectively.
- Must have a good working knowledge of managed maintenance methods and practices.
- Must have strong organizational and time management abilities.
- Considerable knowledge of Metro Vancouver's safety policies, procedures and WorkSafe BC regulations relating to municipal/regional utilities.
- Valid B.C. Driver's License.

\*NOTE: The technical training requirements for applicants who have five years of Utility Systems Operations experience are: Introduction to Public Works Operations – PUBW 1001, Road Works Maintenance 1 – PUBW 1121, Spreadsheets for Public Works – PUBW 1152, Municipal Plan Reading – PUBW 1141, Construction Quantities 1 – PUBW 1142, Hydraulics Part 1, Fundamentals of Fluid – TSYH 3145, Hydraulics Part 2, Flow Under Pressure – TSYH 3146, Math 12, Excel 1&2 (In-House), Access 1 (In-House), XP Advanced (In-House).

#### **Our Vision:**

Metro Vancouver seeks to achieve what humanity aspires to on a global basis – the highest quality of life embracing cultural vitality, economic prosperity, social justice and compassion, all nurtured in and by a beautiful and healthy natural environment.

*Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by July 27, 2018.*