



**Utility Operations Technician  
Environmental Services Department  
CUPE 1505**

**GENERAL DESCRIPTION:**

Under general supervision, lead special projects and provide technical support for daily operations or the Municipalities water and wastewater management programs, preventative maintenance and asset management programs.

**RESPONSIBILITIES:**

- Assist with the coordination of water and wastewater operations, inspections, preventative maintenance, and asset management programs.
- Coordinate all faucets for the rural contract water delivery.
- Assist in the coordination of training and workshops, maintain training files, and identify training gaps.
- Participate in the establishment and maintenance of long and short term plans for the various water and wastewater functional programs.
- Ensure daily records and reports are completed by staff.
- Search and compile data, and draft detailed reports for presentation.
- Input, produce, and catalogue computer-aided design data and documents.
- Write reports to include researching, drafting, and revising policies, procedures, and guidelines.
- Assist with data collection and analysis of financial plans and budget
- Assist with Divisional goals/objectives, Business and Strategic Plans.
- Undertake standby service on a rotating basis as required and reside within the municipality during that time with ability to respond within one (1) hour
- Perform other related duties as required.

**QUALIFICATIONS**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Proven ability to read and interpret water and wastewater blueprints.
- Valid first aid certification.
- Capable of achieving self-set goals and targets with limited supervision.
- Proven project management, contract administration, planning, leadership, problem solving, and effective communication skills.
- Proven experience with PC computers/Windows operating systems, computer-aided design software, project management software, and GPS and GIS are assets.

**EDUCATION AND EXPERIENCE:**

- Diploma in civil or construction engineering from a recognized post-secondary institution, combined with three (3) years' experience in municipal water distribution and wastewater collection.  
Or
- Water distribution and wastewater collection certification level II with a minimum of five (5) years' related experience.
- Eligible for membership in the Alberta Society of Engineering Technologists (ASET) is required.
- Must obtain Alberta Environment certification level III in water distribution and wastewater collection within (3) years of date of hire.

## **OTHER REQUIREMENTS:**

- Ability to provide a Criminal Record Check for review and acceptance.
- A valid Class five (5) Operator's Licence is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- Clear Driving Record is considered an asset.
- Must be willing to work outside in all conditions.
- Immunizations are strongly recommended for work in unsanitary conditions.
- Must be medically and physically able to perform all duties of the position on an ongoing basis.

## **SAFETY:**

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**Requisition ID:** 843

**Affiliation:** CUPE Municipal

**Position Type:** Temporary Full Time

**Fixed Term Duration:** Approximately six (6) months

**Number of Openings:** 1

**Bi-weekly Working Hours:** 80 hours bi-weekly

**Department/ Branch:** Environmental Services, Underground Services

**Job Location:** Fort McMurray

**Pay Level:** PL 10

**Rate\*:** \$ 44.08

**COLA:** Bi-Weekly - \$480

**Closing Date (dd/mm/yy):** 03/07/2022

**Posting Type:** Internal and External

**Reposted:** June 18, 2022 (Original CUPE Closing Date: June 5, 2022)

\*All CUPE job rates are currently under review and subject to change.

**To apply: Please visit our website at [jobs.rmwb.ca](http://jobs.rmwb.ca)**

**We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted. Late applications will not be accepted.**