

TOWN OF STRATFORD - JOB DESCRIPTION			
POSITION:	Infrastructure Technician	JOB NUMBER:	23
SALARY RANGE:	Salary Level 5, 40 hrs per week	ESTABLISHED:	June 2019
RESPONSIBLE TO:	Infrastructure Supervisor	REVISED:	

JOB SUMMARY

- The Infrastructure Technician is responsible for the operation and maintenance of public works, utility facilities, and infrastructure installments to best service residents and utility customers.

MAJOR RESPONSIBILITIES

- To assist in the operation, inspection and maintenance of the Town's utility systems including, but not limited to, the sewage treatment plant, sewer lift stations, sewer collection piping and forcemains, water well systems, water distribution piping and the standpipe and to keep detailed and accurate records of operation parameters;
- To inspect and approve new connections to utility;
- To prepare reports and construction drawings;
- To assist in the development and implementation of preventative maintenance plans for utility and Town systems, buildings, sidewalks, vehicles and equipment; and respond to emergency calls for repairs or maintenance;
- To assist in overseeing contractors and capital improvements to utility systems; and
- To assist in ordering stock and supplies for utility and public works operations.

KNOW HOW

- Working knowledge of water and sewer utility operations and principles, wastewater treatment plant operation and maintenance, biological cycles of sewage treatment and understanding of the biological treatment of sewage. Certification in Wastewater Treatment Class I (ACWWVCP), Wastewater Collection Class I, Water Distribution Level I, or minimum of two years related experience would be considered an asset; Must be willing to take required training to achieve the above classifications;
- Willing to become a member of the Maritime Provinces Water and Wastewater Association;
- Knowledge of legislation relating to the Federal Fisheries Act, the PEI Environmental Protection Act, etc.;
- Knowledge and experience with mechanical and electrical systems typically acquired via background in manufacturing or construction;
- Proficiency in the operation and maintenance of a variety of heavy vehicles and equipment, typically acquired via Class III Prince Edward Island Driver's License with an excellent driving record would be an asset;
- Knowledge with personal computer applications, including, SCADA, PLC (programmable logic controller), AutoCAD, Microsoft office and GIS systems would be an asset;
- Safety regulations and confined space training;
- Strong interpersonal and communications skills; and
- Minimum Grade 12 or equivalent and must be bondable.

WORKING RELATIONSHIPS

- Assists and reports to the Infrastructure Supervisor;
- Collaborates with department and other Town staff; and
- Interacts with consultants, contractors, residents, general public and other stakeholders.

PROBLEM SOLVING

- The ability to analyse technical issues associated with infrastructure systems and various equipment make repairs and recommendations;
- The ability to deal with complaints from utility customers and members of the public; and
- The ability to solve simple conflicts and apply judgement to determine what issues need to be escalated.

ACCOUNTABILITY

- Accountable to the Infrastructure Supervisor for performance, to department staff for collaboration, and to utility/infrastructure users for efficient operation of systems and repairs.

WORKING CONDITIONS

- Physical Effort – work involves long periods of physical exertion, often in confined spaces, related to the maintenance of utility systems and Town properties with equipment weighing up to 25 Kg.
- Physical Environment – works outdoors tending to areas of utility systems, often independently, travels to multiple sites within the Town, and indoors to repair buildings and equipment when necessary.
- Sensory Attention – requires significant outdoor work in all weather conditions and telephone and personal communications with department staff and the general public.
- Mental Stress – works under pressure, on-call on a rotation after normal working hours and on weekends, members of the public will not always be happy or pleasant, particularly when feeling aggrieved.