

Date: March 19, 2015



UTILITIES / PUBLIC WORKS (Student Position)

1. ORGANIZATIONAL RELATIONSHIPS

Reports to: Utilities Supervisor

Coordinates with: Other Public Works and Utilities Staff

2. KEY RESPONSIBILITIES

Under the direction of the Utilities Supervisor or designate an employee in this position will be responsible for general labouring work involving hand tools in providing assistance to operations staff and may include driving a pick-up truck to transport tools, operating hand power tools, performing and assisting in minor maintenance activities.

• **General Duties:**

- Drives a pick-up truck or similar vehicle to transport tools;
- Operates hand power tools assigned including weed eaters, drills, saws, pressure washers, paint sprayers, small tools, hand mowers, etc.;
- Performs daily inspections and minor maintenance to ensure hand power tools and other equipment assigned is operable;
- Assists Operational Staff in various operational tasks including the maintenance of fire hydrants, water valves, etc.;
- Assists with the maintenance and cleaning of the municipal grounds, buildings, including wastewater treatment plant, operational and public works facilities and related items;
- Performs assigned duties in accordance with recognized and acceptable practices including the safety of the public, property and other members of staff;
- Uses good judgment to ensure that tasks are performed effectively and efficiently by avoiding obstacles and traffic where possible; and
- Performs other related duties as required.

3. REQUIRED QUALIFICATIONS

- General knowledge of general labouring work.
- Ability to understand and carry out instructions.
- Ability to take initiative, exercise judgment and work independently in a Utilities / Public Works program.
- Good health and sufficient physical strength, stamina and coordination to carry out manual outdoor work in all weather conditions.
- General knowledge of materials, tools, principles and methods used for labourer work and the use of small power and hand tools.
- Good interpersonal skills in order to maintain effective working relationships with other staff, management, and the public.
- Ability to work independently and within a team environment.

4. REQUIRED LICENCES AND CERTIFICATES

- Completion of Grade 12
- Completion of related training and experience is preferred.
- Valid Class 5 BC Driver's License (minimum) with recent abstract.
- Level I Occupational First Aid and CPR.
- Criminal Records Check (as a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Reliability Status)

5. WORKING CONDITIONS

- As per the Collective Agreement, and Policies and Procedures of the District of Kent.
- Hours may vary from time to time.
- Evening and weekend shift work may be involved.


Rick Kampen, Unit Chair CUPE 458

Date: March 20 2015


Wallace Mah, Chief Administrative Officer

Date: Mar. 19 2015