



## JOB POSTING

Maintenance Technician – Utilities

*Permanent, Full-time*

**Who You Are:** *You are a licensed Electrician and/or Millwright with a utilities or industrial background. Your hands-on experience has made you an excellent trouble-shooter and problem-solver. Mechanical systems with multiple components of equipment and instrumentation is really your thing! You thrive when able to work independently and proactively. You are excited by the opportunity to protect public safety. And you are a stickler for workplace safety on the job, too. You value opportunities to learn and grow, while contributing to a great work environment with your team.*

**Who We Are:** *Our team is passionate about water quality and the environment. In fact, we just won the 2020 Sustainable Communities Award for exceptional work in the Water category. This award honours and celebrates the most innovative environmental initiatives in cities and communities across Canada. A big part of our success is our collective focus on having a workplace that values respect and hard work. And we like to have fun while accomplishing great things for our Residents!*

*One of Loyalist Township's goals is to be an employer of choice. We offer competitive pay and benefits, including the OMERs pension plan. We encourage learning and development and believe a positive team-based workplace is an effective and healthy workplace.*

*Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.*

Loyalist Township invites applications for this permanent full-time position, which is covered by the CUPE Local 2150 Collective Agreement. A detailed job description is below.

Competition No: 2020-30 Utilities Maintenance Technician  
Hours: 40 per week  
Rate: \$33.65 – 35.72 per hour (90% during first three months) – currently under review  
Closing: November 2, 2020, 4:00 p.m.

**Simply click on “Apply Now!” on our website posting and get your resume in!**



## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Utilities Maintenance Technician</b>
<b>DEPARTMENT:</b>	<b>Economic Growth &amp; Community Development Services</b>
<b>REPORTS TO:</b>	<b>Utilities Supervisor / Operator</b>
<b>CATEGORY:</b>	<b>Permanent Full-Time CUPE – 40 Hours Per Week</b>
<b>UPDATED:</b>	<b>October 2020</b>

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### **POSITION SUMMARY:**

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan. As a key member of the Utilities team, the successful candidate will use their advanced mechanical and electrical skills to perform maintenance and repairs of all water and wastewater systems equipment and associated assets. The job requires a good understanding of various types of equipment and instrumentation, including but not limited to pumps, motors, blowers, and process control devices.

### **MINIMUM QUALIFICATIONS:**

- Diploma in mechanical or electrical technology
- Five years' experience as a millwright and/or an electrician in a water/wastewater or industrial environment
- Industrial Mechanic/Millwright (433A) and/or an Industrial Electrician (442A) and/or a Construction Maintenance Electrician (309A) License
- An equivalent combination of education and experience may be considered
  
- Valid Class "G" driver's license with a good driving record
- Current First Aid and CPR certificates
- Confined Spaces Certification
- A good understanding of the Occupational Health and Safety Act, and other applicable legislation
- Experience with electrical and mechanical troubleshooting with industrial equipment and machinery
- Valid Water Treatment and Distribution and/or Wastewater Treatment and Collection certification, or the ability to obtain this certification will be considered an asset

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Good technical analysis, judgement and troubleshooting skills with safe and effective work practices

- High self-motivation with the ability to work proactively and independently set priorities with minimum supervision
- Intermediate skills in Microsoft Office and a level of comfort with computer-based work order systems
- Excellent organizational skills and the ability to keep accurate records
- Good interpersonal skills, tact and diplomacy and ability to provide excellent customer services to internal customers and the public
- Clear and concise written and verbal communication skills with the ability to communicate with all levels of staff, contractors, stakeholders and the general public
- General knowledge and understanding of the operation of water distribution and treatment, wastewater collection and treatment, knowledge of Ministry of Environment, Conservation and Parks Regulations will be considered an asset
- Knowledge of electric welding and acetylene welding and cutting procedures will be considered an asset.

#### **KEY RESPONSIBILITIES AND DUTIES:**

- Plan, schedule and implement work activities for mechanical equipment, electrical systems and associated preventative maintenance programs
- Install, maintain, troubleshoot and repair, or make recommendations on a course of action for the repair and replacement of pumps, motors, valves and other process equipment and instrumentation
- Monitor equipment performance by monitoring flow, pressure levels, amperage, vibration, temperature, equipment operating times and other process variables
- Ensure instrumentation remains calibrated and in good working order according to scheduled timelines and compliance requirements
- Ensure new and replacement equipment complies with regulatory and quality requirements
- Maintain an appropriate level of spare parts inventory in collaboration with operations and supervisory staff
- Interpret and use drawings, blueprints, schematics, technical literature and other specifications
- Install and program Programmable Logic Controllers (PLCs) and interpret Supervisory Control and Data Acquisition Systems (SCADA) logic
- Install and program Variable Frequency Drives (VFDs)
- Operate a variety of hand tools, machine tools, and electrical and electronic testing, metering and measurement devices
- Operate hoisting and lifting devices to position equipment during installation, maintenance or repair
- Maintain accurate and up-to-date maintenance records including those documented using a computer-based work order system
- Complete seasonal preventative maintenance inspections which include but are not limited to the inspection of belts, shivs, gear boxes, bearings, vibration analysis, thermal imaging, etc.

- Support capital projects, assist with project implementation and commissioning of equipment
- Assist with preparing and updating standard operating procedures when required
- Perform building maintenance within Township facilities

### **General**

- Responsible to maintain current technical knowledge and skills, and be familiar with all of the specific safety devices and procedures for specific equipment, prior to operation
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment
- Provide services to both internal and external customers in a timely and courteous manner
- Work effectively as part of a team, demonstrating good interpersonal skills, tact, and diplomacy
- Will be required to work independently at isolated locations with little supervision

### **WORKING RELATIONSHIPS:**

*Internal:* daily communication with Utilities staff/supervisor/manager, occasional communication with Engineering and Public Works staff, all Township employees, union representatives

*External:* various regulatory representatives, external auditors, residents, representatives from other municipalities and agencies, contractors/vendors, external seminar and course providers, external trainers and consultants

### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Frequent moderate physical exertion and occasional heavy physical exertion including; walking, standing, climbing, balancing, stooping, crouching, crawling, reaching, and lifting up to 25 kg, pushing or raising objects, exerting between 35 to 50 pounds of force on a recurring basis and 100 pounds of force on a frequent basis.
- Required to perform work indoors and outdoors in various and changing weather conditions that include, but is not limited to, snow, rain, hot and cold temperatures and wind
- Ability to work in confined spaces
- Ability to respond to urgent/emergency situations outside the normal working day
- Required to work in locations with exposure to sensory elements including biomaterial and chemical smells, various types of sharp hazards found in sanitary sewage

*The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*