



DISTRICT OF HUDSON'S HOPE POSITION DESCRIPTION

Class Title: General Trades
Department: Public Works
Date: June 2014

POSITION SUMMARY

Under the general direction of the Director of Public Works, this position is required to operate a variety of equipment and perform many assignments related to water supply, sewage disposal, storm drainage, roadway maintenance and construction, recreation facilities and municipal services. The work involves the safe operation, routine inspection and maintenance of equipment and vehicles used on the job. This position operates on a 37½ hour workweek and may require shift work, including weekends. This position is specific to the arena.

DUTIES AND RESPONSIBILITIES

Parks and Grounds:

- Performs grass, tree and campground maintenance as required.
- Assists with the operation and maintenance of irrigation systems.
- Assists with the erection and maintenance of playground equipment and fences.
- Assists with the maintenance of cemeteries, including excavating and filling of graves.

Water Supply and Distribution System:

- Assists with the excavation of trenches for the installation and repair of water mains, including hydrants, valves and service laterals. Turns on and off water supply to properties.
- Assists with the operation and maintenance of the water intake and treatment system, pumping stations and reservoir.
- Assists with the maintenance and repairs of hydrants and valves, and flushes water mains.

Sewage Collection and Waste Water Treatment System:

- Assists with the excavation of trenches and the installation of sewer lines and service laterals.
- Assists with the operation and maintenance of the sewage lagoons and lift stations.
- Flushes sewer lines and clears blockages.
- Monitor the application of chemicals at the sewage lagoons to maintain effluent quality.

Roads and Related Works:

- Assists with the maintenance and repairs of roads, boulevards and sidewalks, including pavement crack filling and painting of parking spaces.
- Plows, sands and removes snow from streets.
- Erects and maintains directional signs.
- Assists with the maintenance and repairs of surface water drainage systems, including storm sewers, ditches, culverts and catch basins.

Swimming Pool:

- Assists with the spring and fall maintenance of the Swimming Pool, including scraping and painting, maintaining the furnace, water disinfection system, plumbing, pool, deck, fencing and building.

Buildings and Related Works:

- Assists with the maintenance of buildings and structures, including electrical, plumbing, drywall, painting and roofing repairs.
- Assists with carpentry, including construction of forms for poured concrete.

Arena:

- Assists with the regular maintenance of the Arena including janitorial duties and minor repairs. Ensures that supplies are in stock.
- Assists with the operation and maintenance of the ice-making equipment including the compressors, condenser, refrigeration units and related piping. Assists with the operation and maintenance of the building heating system.
- Assists with the maintenance of the ice surface including flooding, operating the ice resurfacers, ice painting, etc.

Solid Waste:

- Operates the garbage truck and follows a route, collecting solid waste from designated properties, which is emptied into the transfer bins.
- Collects cardboard for recycling and operates the baler.

Administrative Duties:

- Assists with the preparation of project estimates and the control of costs.
- Keeps abreast of new practices, procedures, techniques and innovative methods pertaining to municipal infrastructure.
- Inspects connections to and disconnections from the municipal services; maintains accurate records of such installations.
- Ensure that job duties are completed in conformance with Provincial standards and municipal procedures.

Routine Activities:

Performs heavy manual labour, including shoveling, lifting and climbing.

- Operates a variety of both small and heavy equipment.
- Performs routine vehicle and equipment maintenance and assists in the repairs.
- Keeps work area clean and orderly, with vehicles, tools and equipment secured at the end of each shift.
- Identifies hazards and performs corrective measures, and/or reports hazards to supervisor.
- Performs related duties as assigned.

NOTE

The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally or temporarily to be performed.

REQUIRED QUALIFICATIONS, KNOWLEDGE AND ABILITIES

1. Physically able to satisfy the requirements of this position.
2. An affinity for and a willingness to learn the operation of machines, vehicles and heavy equipment and be willing to undertake training as required for the job duties.
3. Able to maintain harmonious relationships with the public and staff members.
4. Valid BC Driver's Licence (minimum Class 5).
5. Secondary school graduation (e.g., Grade 12 education).

DESIRED SKILLS AND EXPERIENCE

1. Experience or training related to this position.
2. A valid Certificate of Qualification as a Mechanic.
3. A valid Certificate of Qualification as an Electrician.
4. Air brakes endorsement.
5. Traffic Control Person training.
6. 5th Class Power Engineering Certificate or Ice Facilities Operation Certificate
7. Water Distribution Level I Certificate
8. Wastewater Collection Level 1 Certificate
9. A valid Occupational First Aid, Level 1 certificate.
10. Successful completion of Workplace Hazardous Materials Information System (WHMIS).
11. Understanding of Occupational Health and Safety Regulations as established by the Workers' Compensation Board of BC.