

Job title	Maintenance Technician
Reports to	Lead Hand as assigned
Next Level Manager	Municipal Services Manager

Job Summary

The Maintenance Technician maintains and repairs mechanical, electrical and instrumentation equipment in the Municipality's water systems and buildings, wastewater systems and buildings, and municipally-owned buildings or facilities. These tasks are carried out in accordance with Public Works policies and procedures, regulatory requirements and equipment manufacturers' recommendations. The Maintenance Technician reports to and receives direction from a Lead Hand as assigned. The Maintenance Technician shall be a member of CUPE Local 4549.

Duties and Responsibilities

This is skilled work involving the safe and efficient operation and maintenance of the Municipality's water and wastewater treatment facilities. The following is a general outline only of the duties and responsibilities involved in this position. It is not intended to be all inclusive or to limit the employee's opportunity to use his / her own initiative to expand capabilities beyond this scope in accordance with approved work or education training plans. It is also not intended to limit the employer's right to assign other reasonably related duties.

- Cleans wastewater and water systems piping and tanks
- Collects and records operational data
- Provides short-term operational relief for Water and Wastewater Treatment Plant Operators as assigned
- Works with and assists labourers, wastewater treatment plant operators and water treatment plant operators as assigned
- Studies and learns skills related to equipment operating, maintenance and repair in order to maintain certifications
- Participates in the development, documentation and implementation of maintenance and operations procedure improvements
- Reports any operating or facility deficiencies to the Municipal Services Manager in a timely manner
- Other reasonable related duties as may be assigned by the Lead Hand or Municipal Services Manager

Qualifications

Knowledge / Required Skills:

- Grade 12 or GED equivalent
- Excellent communication skills
- Have and maintain a valid NS driver's license (minimum Class 5)
- WHMIS 2015 (*training provided by employer*)
- First Aid (*training provided by employer*)
- Confined Space Entry (*training provided by employer*)
- Client-oriented service delivery
- Problem solving; decision making; critical thinking; job task planning and organizing
- Basic computer literacy including Microsoft Office

Job Description – **Maintenance Technician**

- Level 1 Certification in Wastewater Collection and Water Distribution
- Five or more years of experience in the construction or maintenance of water or wastewater systems

Desirable Skills:

- Electrician or plumber's certificate preferred
- Certification in Water and / or Wastewater Treatment Level 1

Competencies

Values Diversity -Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

Communication - Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

Citizen Services - Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one's efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).

Achievement Motivation - Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.

Work Safety - Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

Duty of Loyalty - As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

Working conditions

This position is physically demanding and requires an individual who is able to do a number of physically demanding responsibilities on a daily basis. This position must:

- have and maintain a valid Nova Scotia Class 5 driver's license;
- participate in "on call" rotation schedule to respond to alarm signals or carry out emergency duties at sewage and water facilities / systems located throughout the County;
- be available for reasonable overtime;
- work in the field at project sites, utility plants and municipal buildings;
- be able to lift 23 kilograms / 50 pounds without assistance;
- respond to urgent calls in adverse and variable weather circumstances.
- submission of a Criminal Record Check and a current Nova Scotia Driver Abstract is required.

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Direct reports

None

CERTIFICATION

<div>_____ Employee Signature</div> <div>_____ Printed Name</div> <div>_____ Date</div> <div><i>I certify that I have read and understand the responsibilities assigned to this position.</i></div>	<div>_____ Manager Signature</div> <div>_____ Manager Name</div> <div>_____ Date</div> <div><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></div>
<div>_____ David Dick, Chief Administrative Officer</div> <div>_____ Date</div> <div>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</div>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.