

The Corporation of the District of Oak Bay

Job Description



Job Title:	UTILITY MAINTENANCE COORDINATOR	JEPE #:	#1133
Department:	Engineering & Public Works	Pay Grade:	13
Area:	Public Works	Position Status:	Regular – Full Time
Location:	Public Works	Position Type:	Union
Supervisor:	Manager Engineering Infrastructure, Maintenance, Analysis and Planning	Last Updated:	May 2024

Job Purpose:

Reporting to the Manager Engineering Infrastructure Maintenance, Analysis and Planning, this position is responsible for providing technical direction, input, and support for the Public Works infrastructure maintenance programs through inspections, condition assessments, rehabilitation, and lifecycle analysis with an asset and maintenance management focus.

Duties and Responsibilities:

- Administers a maintenance management program to aid in the maintenance and rehabilitation of water, sewer, stormwater, road, sidewalk, and other miscellaneous Public Works infrastructure.
- Analyzes utility records, SCADA information, and other infrastructure records to aid in the planning and scheduling of the maintenance programs.
- Performs data analysis, models updating, and infrastructure planning and costing as related to maintenance of the infrastructure.
- Prepares and maintains databases related to asset and maintenance management data to assist in the development of long-term asset strategies for the ongoing maintenance and operations, rehabilitation and replacement requirements of water, sewer, stormwater, and other municipal infrastructure assets.
- Provides work direction to maintenance staff to ensure program schedules and performance standards are met.
- Maintains and reviews schedules and work orders as related to the District’s maintenance operations.
- Verifies and maintains electronic records through the creation and maintenance of customer service records, inspection reports and work orders.
- Undertakes field surveys, inspections, and data collection.
- Prepares asset and maintenance condition reports; prepares digital maps, drawings, and forms for maintenance staff to perform their functions.
- Assists with developing, prioritizing, cost estimating and defining the scope of maintenance projects; provides support and input in determining necessary upgrades to water, sewer, stormwater, and other infrastructure.
- Liaises with Engineering in the development and support of GIS/Asset Management and utility and other infrastructure planning.
- Assists with enquiries, complaints and provides technical information and advice to staff, the public, contractors and other Municipalities and outside agencies as required.
- Oversees staff in the delivery and monitoring of maintenance programs.
- Makes recommendations on technical issues to senior engineering staff, including the preparation and delivery of reports, presentations, and briefings.

- Responds to inquiries from and provides information to contractors, homeowners, municipal employees, utility companies and others regarding municipal services.
- Performs additional related duties in keeping with the mission of the Engineering & Public Works Department.

Required Knowledge, Abilities & Skills:

- Understands and applies the principles, methods and techniques of civil engineering, infrastructure maintenance management, and asset management relative to water, sewer, stormwater, and other infrastructure assets.
- Thorough knowledge of municipal infrastructure.
- Ability to organize and prioritize work.
- Understanding of modeling, design, drafting, GIS, SCADA, and other specialized software used in infrastructure design, maintenance, reporting, monitoring, forecasting and long-term planning.
- Proficiency with standard office applications such as MS Office Suite; working knowledge of IT network principles.
- Strong aptitude for learning new procedures and making effective use of changing technology affecting the engineering field.
- Ability to work productively under deadlines.
- Ability to exercise initiative in the implementation of procedures that enhance the service provided by the Engineering & Public Works Department.
- Ability to prepare clear written reports with recommendations supported by objective analysis.
- Ability to provide technical direction to other staff.
- Working knowledge of municipal bylaws and regulations relating to engineering issues.
- Ability to work cooperatively and productively with other municipal employees and to provide timely and accurate engineering technical support when required.
- Ability to read and interpret engineering drawings and specifications.
- Ability to maintain accurate records.
- Ability to work safely on job sites.

Qualifications:

- Graduation from a two-year diploma program in civil engineering technology offered by an institute of technology or equivalent post-secondary institution.
- 4 years of recent related experience, which includes contract administration and asset/maintenance management, or an equivalent combination of education and experience.
- Experience with GIS software applications and related utility infrastructure records and data management would be an asset.

Required Licenses, Certifications and Registrations

- Membership or eligibility for membership with ASTTBC.
- Valid and subsisting Class 5 BC Driver's License.
- Completion of the Master Municipal Construction Document Association's Contract Administrator course is considered an asset.