

The Corporation of the District of Oak Bay

Job Description



Job Title:	FITTER II	JEPE Number:	#1025
Department:	Public Works	Pay Grade:	5 – Schedule B
Area:		Position Status:	Regular – Full Time
Location:	Public Works Yard	Position Type:	Union
Supervisor:		Last Updated:	2007

Job Purpose:

This is skilled manual work in the maintenance, construction and installation of hydrants, water meters, water services, mains and fittings. An employee in this classification installs water service and meters of varying sizes, takes and records meter readings and performs specialized maintenance and testing on hydrants, valves, meters, mains, hydrants and fittings. Oral and written assignments, sometimes accompanied by plans and sketches, are received from a superior who may review the completed tasks and/or the associated records for conformance with established standards, or may check the work in progress.

Duties and Responsibilities:

- Tears down, maintains, cleans repairs, rebuilds and tests hydrants, valves, pressure regulators, water meters and other fittings.
- Keeps systematic and accurate records of valve and meter types and locations, hydrant testing and repair.
- May guide and assist other employees in the installation of water services, hydrants, valves, meters, meter boxes, valve boxes, rings and covers, and all associated fittings and hardware.
- Performs a variety of skilled tasks in the maintenance and construction of water services, mains and fittings, including drilling, breaking, picking, shoveling, laying, tapping, cutting and caulking.
- Records data and analyzes equipment through a variety of means including the use of electronic testing and data recording devices; may use sensors to locate services.
- May assist other employees and crews in the installation and maintenance of water mains or other complex tasks within the water distribution system.
- Maintains an adequate supply of parts and fixtures; reorders subject to municipal purchasing and inventory control policies.
- Drives truck, van or other vehicle to transport tools and equipment to field sites.
- May take and record water meter readings for billing purposes.
- Deals with the public with regard to a variety of water supply problems; investigates meter reading, water usage and water leakage complaints.
- May scan for and document risk management problems such as sidewalk trips, obstructions and road hazards.
- Performs general tasks within the public works environment as assigned.

Required Knowledge, Abilities & Skills:

- Thorough knowledge of water distribution system principles and practices.
- Thorough knowledge of the care and use of tools, equipment, methods, standards and procedures in performing skilled tasks relating to water works installation, maintenance and testing.
- Ability to maintain clear and accurate written or electronic records.

- Ability to work from oral and written instructions.
- Ability to work independently, with minimal supervision.
- Demonstrated mechanical aptitude.
- Ability to supervise one or more helpers effectively.
- Sufficient physical strength, stamina, coordination and general health to permit the performance of heavy manual outdoor work in all weather conditions.
- Ability to estimate time and materials required to perform waterworks installation and maintenance tasks.
- Sensitivity to the special considerations that apply to work within the water distribution system, such as contamination and fire flow issues.

Qualifications:

- Completion of Grade 10.
- One year of experience at Fitter I or Meter Reader level, or equivalent exposure to water distribution system work.

Required Licenses, Certifications and Registrations

- Appropriate valid and subsisting B.C. Driver's License.
- Water Distribution Level I certification.