

Water Technician – Supply Maintenance (Temporary for approximately 12 months)

The City of Guelph is a vibrant community with over 120,000 people located in the heart of Southern Ontario, just one hours driving distance from Toronto. Set in a picturesque natural setting, Guelph is known for its rich architectural heritage, growing economy and excellent quality of life - all good reasons to consider a career in this beautiful city.

Job summary

Resumes are being accepted for the temporary position of Water Technician – Supply Maintenance in the Water Services Division within the Environmental Services Department. Reporting to the Supervisor of Maintenance, the successful candidate will provide technical expertise and support for the operation, management of assets and maintenance programs of the Water Supply systems and facilities with a focus on quality customer service and continuous improvement. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

Duties

- Assists in the maintenance management of the municipal water treatment plants, water storage facilities, booster stations and distribution system in compliance with the Drinking Water Systems Regulation (O.Reg. 170/03).
- Assists with preparations for compliance inspections, reviews and organizes related process and compliance data and follow up on corrective actions.
- Provides assistance in developing, implementing and maintaining Computerized Maintenance Management System (CMMS).
- Implements preventative maintenance i.e scheduled and unscheduled work programs. In consultation with key stakeholders, develops implements monitors and maintains the Preventative Maintenance Program on all building systems including in-house and contracted services.
- Responsible for tracking key performance indicators (KPIs) of maintenance work and reporting to management.
- Plans and schedules, coordinates, and monitors contractor work and major maintenance programs such as reservoir inspections, well inspections and reservoir cleaning.
- Assists with planning, scheduling, coordinating, and monitoring work accomplished by the supply maintenance staff.
- Assists in developing and maintaining Maintenance related Standard Operating Procedures.
- Assists in maintaining up to date Operations and Maintenance manuals, drawings and maintenance files.
- Assists in reviewing and commenting on technical documents, plans and drawings.
- Assist with responses to customer inquiries and provides timely/effective customer service.

- Assists in procurement of external maintenance, materials, and service providers, replacement equipment and parts, evaluates new suppliers of process equipment and supplies as it relates to specifications/tenders/contracts/RFP's etc.
- Ensures effective and compliant water supply operations through the ongoing development and implementation of quality assurance and quality control to water supply and treatment operations. Provide related information to staff, management, Council, and customers.
- Liaise with other City departments, MOECC, MOL, other municipalities, contractors, consultants, and other stakeholders as required.
- Performs other duties as assigned.

Qualifications

- Experience related to the duties listed above, normally acquired through the completion of a diploma/degree in Environmental Sciences or Engineering or a closely related field and 2-3 years of experience in water supply and treatment operations. Candidates with equivalent combination of education and experience may be considered.
- Must have in your possession Operator in Training license for Water Distribution & Supply Subsystem or obtain same within 3 month of date of hire and must pass Class 1 MOE certification exams for Water Distribution & Supply Subsystem within fifteen months of commencement in the position.
- Must possess a valid 'G' drivers licence and have a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their license is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.
- Knowledge of the municipal water industry operations and maintenance trades (millwright, electrician, instrumentation), groundwater well supply and treatment.
- Ability to prepare and review reports and tender documents, and recommend changes.
- Knowledge of the Building Code, AODA, Lien Act, Bonding and Insurance and construction procedures.
- Knowledge of project management processes and terminology.
- Strong leadership, planning, organizational skills, and the ability to direct/coordinate activities.
- Excellent technical troubleshooting skills with the ability to read and interpret detailed drawings and plans.
- Excellent customer service skills with the ability to deal with all the internal and external contacts in a courteous and efficient manner.
- Excellent written and verbal communications skills with the ability to communicate with all levels of staff, internal and external contacts, stakeholders and the general public.
- Intermediate computer skills with Microsoft Office (Excel, Word, PowerPoint and Outlook).
- Knowledge of the Occupational Health & Safety Act.
- Ability to perform physical requirements of the position (e.g. lift objects of 25 kg), work on elevated water towers and confined space, and in all types of weather conditions.
- Ability to work effectively on your own and in a team environment.
- Ability to work with numbers ensuring accuracy and attention to detail.
- Knowledge and understanding on pump hydraulics, chemical calculations, MOECC regulations, various Acts and Regulations including the Clean Water Act, proper sampling techniques.
- Ability to evaluate, compile and interpret compliance data and operational data to provide

- guidance to supply operational staff.
- C.E.T. (Certified Engineering Technologist) would be an asset.
 - Experience with Computerized Maintenance Management Systems, specifically Oracle Utilities Work and Asset Management program would be an asset.
 - Knowledge and understanding of AutoCad would be an asset
 - Experience with the management and/or implementation of water capital project and studies would be an asset.
 - A satisfactory Police Record Check would be required at time of offer.

Rate

\$29.81 to \$36.61 per hour

How to apply

Qualified applicants are invited to apply using our **online** application system by **Tuesday, March 27, 2018**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please [click here](#) to visit the job posting listed on our careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.