



Utility Operations Planner (Permanent)
Public Works Department
CUPE 1505

Position Type/ Hours: This is a permanent full-time position working forty (40) hours per week within the Environment Services (Underground Services) Branch of the Public Works Department. This position is within the CUPE 1505 Bargaining Unit. This position is located in the community of Fort McMurray, the Regional Municipality of Wood Buffalo's urban centre.

Position Description: Under general supervision, provide short/long term planning of utility operations and contractors to ensure cost, quantity, and quality control for all sewer and water management programs, preventative maintenance, and asset management in accordance with municipal and provincial regulations.

Primary responsibilities include but are not limited to:

- Coordinate the various sewer and water operations, inspections, preventative maintenance, and asset management programs as assigned.
- Establish and maintain long and short term plans for the various sewer and water functional programs.
- Coordinate contracts and contractors for services for the operations and maintenance of the sewer and water facilities.
- Prepare and present detailed reports pertinent to the sewer and water operations and maintenance.
- Assist with the development and revisions of policies and procedures to maintain a safe workplace environment, ensuring compliance to occupational health and safety regulations in the municipal safety policy.
- Administer the safety programs within the section and act as the section's liaison on all safety programs.
- Assists with preparation of the operating budget and assists with the tracking of cost information in relation to the budget.
- Assist with financial plans and budgets and develop the divisional long and short term operational programs.
- Daily/weekly/monthly schedule of work related to labour, equipment and materials.
- Assist with divisional goals/objectives, Business and Strategic Plans.
- Update mapping systems based on information from field.
- Undertake standby service on a rotating basis as required and reside within the municipality during that time with ability to respond within one (1) hour.
- Perform other related duties as required.

Qualifications:

- High School Diploma or GED equivalent required.
- Technical diploma (Engineering, Technology, Construction, etc) from a recognized post secondary institution, or two (2) years directly related education in scheduling/planning.
- Alberta Environment certification in Wastewater Collection Level II or Water Distribution Level II is required. Must obtain Level III certification within three (3) years of employment.
- Five (5) years' directly related work experience, including one (1) year in a leadership role.
- Experience in water distribution or wastewater collection operations and maintenance, and experience using computer-aided design and/or project management software are assets.

You will possess the following:

- Proven ability to read and interpret infrastructure blue prints, contracts, engineering plans, provincial legislation, environmental standards and specifications.
- Proficiency with Windows operating systems, project management systems, and Microsoft Office.
- Excellent communication, leadership, interpersonal, planning, and problem solving skills are required.
- Proven ability to prepare and present technical reports is required.
- Proven ability to understand, interpret, and apply knowledge of occupational hazards, waste symbols, signs, and safety precautions.
- Valid Alberta Class Five (5) Driver's Licence and valid First Aid certification are required.
- Ability to plan and organize, work schedules, projects and staff.

Pay Level: PL 12

Salary Range: \$46.50 (Start Rate)
\$54.71 (Permanent Rate)
**Permanent rate effective after twelve (12) months of employment.*

***All CUPE job rates are currently under review and subject to change.*

In addition to the rate of pay, we offer other attractive incentives:

-an extensive employer paid benefits plan

-an additional annual payment of \$12,480 which represents a cost of living allowance

**Requisition
Number:** 005484

Closing Date: April 21, 2019 at 11:59 PM

Posting Type: Internal & External (Posted: April 6, 2019)

To apply: Please visit our website at www.rmwb.ca
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted.
Late applications will not be accepted.