



## **JOB DESCRIPTION**

<b>Job Title:</b>	Crew Lead, Lift Station Maintenance		
<b>Job Number:</b>	1322	<b>Jurisdiction:</b>	CUPE Local 21
<b>Division:</b>	Citizen Services		
<b>Department:</b>	Water, Waste & Environment		

### **NATURE OF WORK:**

This position is responsible for the management of an assigned work crew and participates in undertaking journey person level duties delivering operational support services including maintenance, preservation, project delivery and technical support to the sewer and drainage operating facilities. This position reports to a Supervisor or designate.

### **DUTIES AND RESPONSIBILITIES:**

Organize and supervise a work crew engaged in the maintenance, construction, and operation of sewer and drainage facilities.

Coordinate resources, communication and work activities with other supervisory staff and employees to establish or adjust work schedules, processes and programs to meet operational requirements, required deadlines, targets, goals and objectives.

Proficiently maintain specialized equipment used in the sequential transfer of wastewater and stormwater including pumps, valves, piping, wet wells, compressors, generators, chlorinators, chemical systems, blowers, boilers, ventilation and associated equipment.

Install and align machinery to close tolerances with the aid of shop drawings and specialized equipment in accordance with manufacturer's specifications.

Provide training, supervision and leadership to ensure activities and service schedules are carried out efficiently effectively, respectfully and safely, in accordance with legislation, policies, practices and standards.

Monitor, maintain and assess work processes for the purpose of improving the efficiency, effectiveness and safety of the work crew(s). Work processes typically involve daily/weekly expenditures, equipment usage, production, performance, priority assessments, material requirements, quality control and customer service.

Identify and recommend changes and improvements to short and long-term maintenance plans, programs, procedures, materials, equipment, staffing and work schedules.

Develop and maintain procedures and records.

Promote, enforce and assure compliance of personnel, crew, equipment and materials at work sites to meet Provincial Occupational Health and Safety Act, City of Regina Occupational Health and Safety Manual.

Requisition and purchase contract services, material, parts, small tools and supplies within the limits of established authority.

Inspect, assess, troubleshoot, monitor, maintain and test equipment together with performing repairs and maintenance.

Interpret legislation and communicate specifications, drawings, diagrams, manuals, work orders, city policies and standards to employees to ensure compliance with requirements.

Ensure the integrity and accuracy of time, production and reports submitted by members of the work crew.

Establish and manage inventories for parts, supplies, replacement units, tools, special equipment and materials pertaining to the work area.

Investigate, assess, and prepare written documentation and recommendations in regard to concerns and inquiries from internal and external customers and carry out effective public relations and communication with a strong customer service orientation.

Lead, mentor and supervise employees to ensure efficient and effective work processes and prepare recommendations with respect to performance appraisals of subordinate staff.

Listen, document and assess events to prepare and present appropriate stakeholder responses regarding operational issues.

Identify, resolve and mitigate risk management issues related to sewer and drainage infrastructure.

Perform related duties as required.

### **QUALIFICATIONS:**

#### **Knowledge, Abilities And Skills:**

Demonstrated supervisory, leadership, and project management skills to plan organize and oversee operational maintenance support activities, resources and staff.

Demonstrated ability to proficiently maintain specialized equipment such as that used in the sequential transfer of wastewater and stormwater.

Knowledge of effective supervisory and leadership principles and practices.

Knowledge of the City of Regina sewer and drainage facilities. Diverse knowledge of operating processes, physical, mechanical processes, equipment and systems, materials and associated maintenance methods.

Knowledge of applicable City, Provincial and Federal acts, bylaws, policies, rules and/or regulations.

Demonstrated ability to read and understand mechanical and process drawings, specifications, work plans and to diagnose defects and make necessary repairs without technical direction or supervision.

Demonstrated ability to interpret, understand and manage work in accordance with the general rules and regulations of the Provincial Occupational Health and Safety Act, National Safety Code and expectations of City of Regina's policies, standards, practices and guidelines.

Ability to make technical and business computations, compilations, estimates, analysis and evaluations.

Demonstrated ability to listen, understand and respond to public and internal inquires/concerns both verbally and in written form, in an acceptable, sensitive, positive and respectful manner.

Ability to prevent and resolve conflict and establish and maintain effective working relationships with others.

Demonstrated ability to operate computer equipment and office productivity software such as Excel, Word, etc. to enter and retrieve data, prepare computations, reports, and send electronic mail.

Ability to resolve labour relations issues and interpret local union agreement to effectively and efficiently manage the work crew(s).

Demonstrated ability to create and maintain a safe, respectful and innovative work environment.

### **EDUCATION AND EXPERIENCE:**

Completion of Grade Twelve (12) or General Education Development (GED) equivalency and a Journeyman Certificate in the Industrial Mechanics Trade.

Minimum of 8000 hours of industrial mechanic experience in a related process industry with 2000 hours in a supervisory capacity, coupled with 2000 hours performing journey person work in water or wastewater facilities.

Must bring Level 2 Wastewater Collection Operator Certification from Saskatchewan Operator Certification Board and obtain Level 3 certification.

**WORKING/OTHER CONDITIONS:**

Must possess a valid Class 5 Driver's License.

Must be able and willing to perform work of a physical nature in sewer and drainage facilities, field environments and inclement conditions.

Will be required to work from variable bases of operation. (i.e., sewer and drainage facilities and/or other designated bases.)

Willing to perform overtime, standby, work shift and/or irregular hours.

