



District of Port Edward

Maintenance Utility 3

Union Position

Position/Title: Maintenance Utility 3

Job Posting: Maintenance Utility 3

The District of Port Edward is seeking a **Maintenance Utility 3** employee. This unionized position plays a vital role in performing and/or supervising operation, maintenance and repair of water treatment, water distribution, wastewater treatment and wastewater collection facilities. Situated on the beautiful Pacific North Coast, our community of 500 people is located just 15 kilometers from the City of Prince Rupert.

Department: Public Works

Reports To: Manager of Public Works

Union Position: CUPE 105-02

Key Responsibilities:

- Performs and/or supervises operation, maintenance, repair and installation work in water treatment, water distribution, wastewater treatment and wastewater collection facilities
- Monitors and inspects equipment and systems performance and preventative maintenance and repair
- Diagnoses malfunctions in equipment and/or systems and ensures timely and efficient repair
- Obtains and/or oversees water/wastewater sampling and performs testing or submits to a lab for testing as required
- Ensures the logging, recording, and reporting of data in accordance with operating procedures, operating licenses, provincial legislation and regulations
- Maintains assigned tools, equipment, personal protection equipment and reports repairs and/or deficiencies
- Assists in mentoring and training employees in areas such as utility operations, maintenance, repairs, construction, safety and operation of tools and equipment
- Communicates with the public, contractors, other agencies and government departments
- May act as the Working Foreman in their absence
- Participates in the:
 - Formulation, implementation and review of operating procedures
 - Preparation and implementation of Safe Work Procedures
 - Identifying budget requirements and monitoring of utility expenditures
 - Planning of utility work programs and schedules
- Receives after normal workday calls; attends to and provides or arranges for appropriate corrective action in the most efficient and cost-effective manner
- Responds to call outs and takes corrective action
- Regularly performs other maintenance tasks as required

KNOWLEDGE, SKILLS AND ABILITIES

- 2 years at a Level I Water Treatment Facility
- Mechanical, plumbing and electrical aptitude
- Proficiency working in a computerized environment (SCADA, Windows, MS Office) as well as above average written and typing skills
- Demonstrated ability to maintain accurate records
- Knowledge of work safe programs and protocols
- Ability to establish and maintain effective working relationships
- Professional presentation and attitude

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

- Grade 12 or general education degree (GED)
- Class 5 Driver's Licence
- Provincial Operator Certification as follows:
 - Water Treatment I (with ability to advance to level II)
 - Wastewater Treatment I (with ability to advance to level II)
 - Water Distribution 1
 - Wastewater Collection 1
- WHMIS Certification
- First Aid Level 1 may be required

Compensation:

The hourly rate for this unionized position is **\$39.94** (2025 rate)

Application Process:

Please submit your resume and cover letter in confidence to:

Email (PDF format): Info@portedward.ca

Deadline: This position is open until filled.

The District of Port Edward thanks all applicants for their interest in this position; however, only those selected for an interview will be contacted.