

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(HAMILTON WATER – CUSTOMER SERVICE & COMMUNITY OUTREACH - LOCATION - 330 WENTWORTH ST. N.)

### TECHNICAL SERVICES TECHNOLOGIST – CUPE 5167

#### SUMMARY OF DUTIES

Reports to the Senior Project Manager of Water Information Systems.

The Technical Services Technologies is responsible for the input and maintenance of the GIS and Hansen Infrastructure Management System Database, for all Water and Wastewater assets. Assist in the preventive maintenance planning of Water and Wastewater assets.

#### GENERAL DUTIES

Maintain the Hansen Infrastructure Management System database by providing program support and assisting in development revisions and updates to Hansen Water & Wastewater data.

Co-ordinate work flows for addition and updates of sewer and water assets, within own department as well as other departments as required

Update and verify existing GIS sewer and water source maps for Water and Wastewater systems.

Create and revise new GIS maps using GIS tools.

Convert submitted “as-built” water and wastewater drawings from AutoCAD or MicroStation to Geomedia or other GIS application.

Review “as-built” drawings and inspectors reports to extract infrastructure information and verify as necessary.

Perform field verification trips for spot inspection checks of supplied “as-built” infrastructure information.

Research and create custom reports as required by managers, supervisor and other employees.

Design GIS maps including asset data for maintenance projects such as trunk sewer inspections, overflow inspections and preventative maintenance programs for sewer/water infrastructure.

Prepare GIS maps for maintenance related contracts such as MH adjustments, sod restoration, hydrant painting and leak detection.

Consult with co-workers, contractors, suppliers and other departments with intent to exchange information and resolve issues.

Perform Quality Assurance/Quality Control (QA/QC) checks on infrastructure conversion projects, GIS and Hansen data related to Water and Wastewater infrastructure.

Provide design recommendations related to infrastructure such as valve placements, tie-ins, loops, deflections, etc.

Assist in training seminars for IMS users and also provide “one-on-one” training for users as required.

Attend training courses and seminars to maintain strong up-to-date knowledge of new technologies and software enhancements.

Perform other duties as assigned which are directly related to the responsibilities of this position.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational Health and Safety.

**QUALIFICATIONS**

1. Proven knowledge of the principles and practices of Civil Engineering usually acquired through the successful completion of a community college diploma in Civil Engineering or other relevant field or through a combination of education and relevant previous work experience.
2. Must have and be able to demonstrate a working knowledge of Intergraph's GeoMedia, Esri, or related GIS System.
3. Must have an intermediate working knowledge of Microsoft Access, Word, Excel and PowerPoint.
4. Must be able to read and interpret construction drawings for sewer and water infrastructure projects.
5. Knowledge of Oracle operating system tools and Crystal Reports or SSRS would be an asset.
6. Ability to create computerized reports for analytical mapping, tracking and reporting purposes.
7. Able to assume responsibility to develop ideas into completed projects independently.
8. Membership with O.A.C.E.T.T. is an asset.
9. Previous experience in maintenance management.
10. Ability to communicate effectively, orally and in writing.
11. Initiative, thoroughness and reliability.
12. Ability to organize work priorities.
13. Must possess a Class "G" Driver's Licence and the provision of a vehicle for use on the job.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**NOTE:**

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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