

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – WATER DISTRIBUTION AND WASTEWATER COLLECTION - LOCATION - 330 WENTWORTH ST. N.)

### WATER DISTRIBUTION TECHNOLOGIST/INSPECTOR CUPE 5167

#### SUMMARY OF DUTIES

Under the general supervision of the Water Distribution Supervisor or Superintendent, assists in the investigation, planning, supervision and maintenance and operation of the water distribution system, conducts proactive leak detection, manages and inspects all phases of construction and maintenance water distribution programs and projects with the City of Hamilton.

#### GENERAL DUTIES

Provides technical support in the maintenance and operation of the water distribution system.

Assists the Water Distribution Supervisor/Superintendent in the investigation, planning, and scheduling of maintenance and operating activities and programs.

Participates in specific Corporate, Departmental and Sectional projects, develops cost benefit and statistical analysis, and prepares background research.

Supports the management contracts: specifications, tender calls, quantities, special provisions, revisions, addendums, payments, and quality control for engineering/maintenance contracts for water projects.

Performs inspections on construction sites to ensure contract specifications, plans and private services installations conform within City standards and policies.

Directs and oversees contracted forces.

Records pre-construction site conditions and damages; takes photographs.

Advises and recommends Superintendent of variances to the contract; documents changes; notifies contractor.

Monitors public access, clean-up, restoration, traffic control and safety regulations on site.

Maintains records such as inspection log, progress report and property damage.

Approves project changes and work stoppage.

Interprets drawings, blueprints and contract documents; confirms permits have been issued.

Interprets legislation and by-laws.

Performs quality control testing on materials.

Requisitions and distributes materials used by contractors and district operations, maintains inventory system.

Performs final project inspections; recommends assumption and substantial completion. Performs and records

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measurements such as sidewalks, roads, curbing, sewers and water mains for payment purposes.

Inputs, manipulates and retrieves water system data ensuring that computerized data management systems are kept current, accurate and functional.

Receives and answers inquiries from staff, public, other departments, contractors and utilities.

Communicates with public, staff, contractors, utilities and developers.

Operates equipment such as gas detectors, flow meters, data loggers, static gauges, specialty valves, chlorine testers, diffusers, , cell phones, laptop computers, electronic locating equipment, metal detectors and measuring tapes.

Arranges for isolation and return of service of water mains, notifies public and fire department.

Generates or compiles information such as charts and graphs. Writes reports, attends meetings and presentations.

Composes correspondence and writes reports such as Committee reports.

Records and follows-up on public complaints, negotiates and implements resolutions.

Performs contract language reviews, recommends additions and deletions and working changes to contract documents.

Reviews and comments on proposed modifications and additions to the distribution system.

Investigates new technologies to improve repair techniques and service delivery.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works 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 practices and theories of civil engineering normally acquired by attaining a diploma in a relevant discipline or an equivalent combination of education and relevant work experience.
2. Certification with the Ontario Association of Certified Technicians and Technologists as a Certified Engineering Technologist preferred.
3. Requires Class I Water Distribution Certification.
4. Must possess excellent written and verbal communication skills.
5. Valid class "G" drivers' licence.
6. Mandatory computer experience including word processing, data entry and manipulations of spreadsheets and/or databases. Familiarity with the department's infrastructure data management system (Hansen & EAM) preferred.
7. Must have previous experience with site administration within the inspection role, with large municipal construction projects (sewer & watermain) and municipal contracts.

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8. Must have experience inspecting large municipal construction projects (sewer & watermain) and municipal contracts. Experience must include inspecting work for conformance to contract documents, confirming survey data, documenting project progress and maintaining project schedules. Ensures contract specifications, plans and private service installations conform to City standards and policies.
9. Must have experience successfully executing and completing assignments independently with minimal supervision.
10. Must have experience in the interpretation and application of the regulations pertaining to the Safe Drinking Water Act and other applicable regulations.

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