

Senior Project Technician, Operations Department - 531

Position Title

Senior Project Technician, Operations Department

Status of Position

Permanent Full Time



Position Description

The closing date for this competition is Monday, February 4 2019 at 9:00 pm (PST).

JOB SUMMARY:

The incumbent provides senior technical, project management and construction administrative services and ensures compliance with all regulatory requirements for the Operations department.

DUTIES AND RESPONSIBILITIES: (This description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties.)

1. Manage, coordinate, monitor, report, and inspect progress of projects including evaluating performance of consultants and contractors. Issue “stop-work” orders and recommend the issuance of construction completion and final acceptance certificates.
2. Review and assist in preparing designs, detail drawings, specifications, project estimates, and controlling budgets in area of responsibility.
3. Provide technical support relating to building controls systems and other process controls including programming, ensuring integrity of data, testing, evaluating and making recommendations to ensure efficient operations and regulatory compliance.
4. Compile statistics, analyze technical data, undertake studies, research, prepare, and present reports.
5. Provide input into department budgets, strategic planning, manuals, servicing standards, and operations in compliance with policies and agreements.
6. Prepare proposals and tenders, evaluate, award, and recommend acceptance or rejection of proposals in accordance with procurement practices.
7. Coordinate and update asset management systems relating to City infrastructure and new capital projects.
8. Act as Manager, Operations and other Operations departments’ supervisory positions as assigned.
9. Follow, so far as is reasonably practicable, established safety procedures and standards.
10. Other related duties.

WORKING CONDITIONS:

Majority of work is in a normal office environment. Exposure to inclement weather, confined spaces, noise, dust, fumes, traffic, extreme temperatures, utility lines, uneven terrain, and construction sites (including ladders and roofs) when conducting site visits and managing projects.

KNOWLEDGE AND SKILLS:

- Journey certification in a relevant field plus 5th Class Power Engineer.

- 4th Class Power Engineer is an asset.
- 5 years related experience including 2 years in a senior capacity and 6 months on the job training.
- Proven project management, decision-making/problem solving, and interpersonal skills.
- Good organizational, prioritizing, and multitasking skills and the ability to work unsupervised.
- Proven written and oral communication skills.
- Ability to foster and maintain effective relationships among peers and/or stakeholders.
- Valid Yukon Class 5 Driver's License.

Certifications required within one year may include but not limited to: National and Territorial Building Codes, Asbestos Awareness, Fall Arrest, Hazard Assessment and Control, Confined Space Entry, Electrical Safety, Trenching Safety, Aerial Lift, Landfill Operator Certificate; Confined Space Entry; Standard First Aid Level C with CPR; Traffic Control Course; WHMIS 2015, and Transportation of Dangerous Goods.

EXAMPLES OF REQUIRED EQUIPMENT TO OPERATE:

Light transportation vehicle, sampling, testing, calibration and recording equipment, safety equipment, building controls, boiler controls, traffic signal controllers, communications and office equipment, computer with applications including Outlook, GIS, Word, database programs, Excel, AutoCad, and various Engineering software packages.

Category

Trades, Transport, Operators & Labourers

Employment Contract

PSAC Y023

Range

\$40.12 to \$47.20

Hours Per Week

5 X 7 Hours

Guaranteed Minimum Hours

35/week