

Job Title: Operations Planner I, Underground Services

Requisition ID: 2841

Affiliation: CUPE Municipal

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 80 hours bi-weekly

Shift/Work Schedule: 4 x 10, Monday to Thursday (subject to change)

Division/ Branch: Environmental Services, Underground Services

Job Location: Fort McMurray

Pay Level: PL10

Start Rate: \$ 48.18

Permanent Rate: \$ 56.63 (Permanent rate effective after completion of probation)

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy):15/06/2024

Closing Date (dd/mm/yyyy): 30/06/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

Under general supervision, the Operations Planner I will assist in developing and executing the short and long-term planning for Underground Services preventative, corrective, and asset management programs on the water distribution, wastewater collection and storm water collection system. This will include organizing, developing, assigning, coordinating, and prioritizing key deliverables for Underground Services.

RESPONSIBILITIES:

- Coordinate the various water distribution, wastewater collection, and storm water collection system inspections, preventative maintenance programs, and asset management programs as assigned.
- Utilize software to schedule and monitor Preventative Maintenance and Asset Management programs (i.e. Computerized Maintenance Management System (CMMS) and Enterprise Asset Management (EAM) System).
- Work closely with operations staff to ensure programs are understood, data is being collected correctly, and plans are being carried out as intended.
- Assist with the development of maintenance strategies for new assets or adjust strategies for existing assets based on operational data, Original Equipment Manufacturer (OEM) Manual, industry standards, and subject matter expertise.
- Coordinate contractors to execute tasks as required to operate and maintain the water, wastewater, and storm system.
- Compile information generated from the preventative and corrective maintenance program, and asset management program for the purpose of program optimization, event investigations, Key Performance Indicator (KPI) tracking, and supporting Capital Project business case development.
- Complete on-site support and QA/QC inspections for the operations group to ensure understanding and completion of program requirements.
- Monitor progress and prepare reports relating to water, wastewater, and storm operations and maintenance.
- Schedule and perform equipment inspections and calibrations.
- Develop maps using ArcGIS software for various operational functions.

- Order and track for inventory purposes materials, parts, equipment, and other components required for UGS infrastructure operation and repair.
- Assist in developing Traffic Accommodation Plans using the appropriate traffic control manual and templates.
- Assist with the development and revision of policies and procedures to maintain a safe workplace environment, ensure compliance to occupational health and safety regulations.
- Assist with the development and revisions of policies and procedures and ensure compliance with Provincial and Federal Legislation.
- Assist with the preparation of the operating budget, financial plans, and the tracking of cost information.
- Compile and prepare information for council reports, briefing notes, and business cases pertaining to Underground Services service levels, divisional objectives, and strategic plans.
- Assist with the Municipality's permit review and approval process on behalf of UGS for Development Permits, Utility Connection Permits, Development Agreements.
- Coordinate updates to the ArcGIS mapping system based on operational observations and maintenance program data including data field updates, and mapping corrections.
- Perform other related duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to plan and organize work schedules, projects, and resources.
- Proven ability to read and interpret infrastructure blueprints, contracts, engineering plans, legislation, environmental standards, and specifications.
- Math and numeracy skills relating to the operation and maintenance of water distribution and wastewater collection systems including but not limited to understanding of flow and pressure dynamics, use and manipulation of flow and pressure formulas, and the use of statistical theory for data assessment and analysis.
- Ability to work independently and to effectively schedule work to meet deadlines.
- Proven ability to formalize, prepare, and present technical reports.
- Ability to understand, interpret, and apply knowledge of occupational hazards and safety precautions.
- Proficiency in using Microsoft programs (Word, Excel, Outlook, Project) and GIS ArcMap.
- Proven ability to communicate effectively, both verbally and in writing.

EDUCATION AND EXPERIENCE:

- Technical Diploma in Engineering, Construction, Environment, or related technical discipline is required.
- Eligibility for membership in the Association of Science and Engineering Technology (ASET) is required.
- Alberta Environment and Protected Areas (AEPA) Water Distribution and/or Wastewater Collection levels are an asset.
- Three (3) years of related work experience in a Utility Operations, Engineering Design, and/or Construction environment.

OTHER REQUIREMENTS:

- A valid Class Five (5) Operator's License is required
- Ability to provide a Driver's Abstract for review and acceptance.
- Ability to undertake standby service on a rotating basis.
- Ability to respond while on standby service.
- Required to work outdoors in all weather conditions.
- Immunizations are recommended for work in unsanitary conditions.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, and complying with all policies,

practices, and procedures. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**