



JOB DESCRIPTION

TITLE: SERVICEPERSON – NIGHT PATROL

DEPARTMENT: Engineering & Public Works

LEVEL: 6

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: Mar 2016

JOB SUMMARY

Under the direction of a Manager or Foreman, the Serviceperson - Night Patrol is the first level of response to various customer service and emergency calls. The incumbent carries out assigned work necessary for City operations. This position is responsible for investigating, determining appropriate action and resolving customer service requests during non-regular working hours.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Carries out inspections, maintenance and repair of roads, waterworks, storm, sanitation, sewers, parks, cemeteries and related appurtenances. Assesses emergency situations and determines appropriate course of action; requests for assistance when needed and assists works crews on emergency call-outs.
2. Responds to requests and concerns i.e. work orders, public service complaints, requests from other services, emergency calls from Public Works office, etc.; performs assigned preventive maintenance tasks.
3. Carries out snow and ice abatement patrols and operates snow and ice abatement equipment as required.
4. Performs street and traffic light surveys and compiles reports of inoperable units.
5. Carries out sign repair and maintenance; erects temporary signs as required.
6. Performs cleanup duties including those related to oil spills, vehicle accidents, construction sites, etc., which may include the operation of a street sweeper.
7. Assists on construction sites by handling tools and barricades, directing traffic, loading and placing materials, equipment, etc.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont)

8. Places pumping equipment and ensures that it is functioning; excavates using hand tools; compacts backfill using hand tampers and power compactors; may operate tandem truck to move supplies.
9. May be assigned to Labourer Relief duties as required.
10. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of materials, tools and methods used in Department operations and maintenance.

Ability to comprehend and carry out written and oral instructions.

Ability to assess situations and determine appropriate course of action.

Ability to interpret plans and as-constructed details of underground utilities.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to maintain accurate and legible records.

Must have the ability to work independently with a minimum of supervision.

Work may involve constant handling of somewhat awkward and/or medium weight objects or tools/equipment and/or climbing structures. Core work activities may require sitting or standing for prolonged periods throughout the workday, with limited opportunity for relief.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12, or equivalent.

One year experience using a variety of equipment pertinent to the job in a minimum Class 1 facility. (Level 6 requirement)

Three months experience in general Public Works Maintenance work. (Level 4 requirement)

Valid Class 3 BC Driver's Licence with Air endorsement.

Environmental Operator's Certification Program (EOCP) Level 1 Water or Wastewater designation. (Level 6 requirement)

Environmental Operator's Certification Program (EOCP)-OIT designation (Level 4 requirement)

Or an equivalent combination of education and experience.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

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