

The Corporation of the District of Oak Bay

Job Description



Job Title:	FITTER I	JEPE Number:	#1024
Department:	Public Works	Pay Grade:	3 – Schedule B
Area:		Position Status:	Regular – Full Time
Location:	Public Works Yard	Position Type:	Union
Supervisor:		Last Updated:	1997

Job Purpose:

This is semi-skilled manual work in the maintenance and installation of water services, meters and associated fittings. An employee of this class installs and repairs water meters and smaller sized water services and fittings, and may work with more highly skilled employees on larger services, valves and fittings. Oral and written assignments are received from a superior who may review the completed tasks and/or check the associated records for conformance with established standards, or may check the work in progress. Employees in this class often work independently, with minimal supervision.

Duties and Responsibilities:

- Installs replacement water meters and performs routine repairs and testing on meters of varying types.
- May act as a backup water meter reader.
- May assist more highly skilled employees in the installation or maintenance of large services, watermains, hydrants, valves and fittings.
- Performs a variety of semi-skilled tasks in the maintenance and construction of water services, mains and fittings, including drilling, breaking, picking, shoveling, laying, tapping, cutting and caulking.
- Records data and analyzes equipment through a variety of means including the use of electronic testing and data recording devices.
- Requisitions parts and materials as required.
- Drives truck, van or other vehicle to transport tools and equipment to field sites.
- Performs general tasks within the public works environment as assigned.

Required Knowledge, Abilities & Skills:

- Knowledge of the care and use of tools, equipment, methods and procedures in performing semi-skilled tasks relating to waterworks installations, maintenance and testing.
- Ability to maintain clear and accurate written or electronic records.
- Ability to work from oral and written instructions.
- Ability to work independently, with minimal supervision.
- Some demonstrated mechanical aptitude.
- Some knowledge of the Oak Bay waterworks distribution system.
- Sufficient physical strength, stamina, coordination and general health to perform manual outdoor work in all weather conditions.

Qualifications:
<ul style="list-style-type: none"> • Sufficient education, preferably at least Grade 8, to ensure ability to read, write and understand basic arithmetic concepts and operations. • Some experience as a waterworks labourer, pipe layer or pipe fitter, or other related capacity.
Required Licenses, Certifications and Registrations
<ul style="list-style-type: none"> • Valid and subsisting B.C. Driver's License. • Water Distribution Level I certification.