



# Job Description

## Riondel Maintenance Person

*Creston & District Community Complex*  
Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Water Operations Supervisor – Water East / Facility Manager - Creston

**TITLE OF IMMEDIATE SUBORDINATES:** N/A

**DEPARTMENT:** ENVIRONMENTAL SERVICES / COMMUNITY SERVICES

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### SUMMARY OF POSITION:

The Riondel Maintenance Person is responsible for the operation and maintenance of one Regional District water service, one drainage service, Riondel community buildings, and parks.

Under the direction of the Water Operations Supervisor – Water East, the Riondel Maintenance Person will play a vital part in maintaining the Riondel Water System by assisting in the operation and upkeep of the water distribution system, also including the creek intakes, potable water reservoir, and Water Treatment Plant. The worker will be responsible for monitoring water quality, checking for and help repairing leaks, ensuring the cleanliness and general maintenance of the Water Treatment Plant and out buildings. Collaborating with the Water Operations Supervisor, the Riondel Maintenance Person will be available to perform Annual distribution preventative maintenance and ensure that all systems function efficiently and report discrepancies.

Under the direction of the Facility Manager – Creston, the Riondel Maintenance Person will perform building and parks maintenance including janitorial work. The work involves operating and undertaking and performing limited construction or renovation projects; and performing routine janitorial duties. The worker must exercise care in routine dealings with other employees and provide assistance to the public using the facilities.

### ROLE AND RESPONSIBILITIES:

#### General

- Submit Daily Work Records to supervisors biweekly and coordinate work activities as directed by the Water Operations Supervisor or Facility Manager, ensuring pre-approval for any Commission requests.
- Adhere to WorkSafe BC and environmental regulations, participate in safety meetings and inspections, and report unsafe conditions immediately.
- Conduct daily safety inspections of service vehicles and report maintenance concerns to the appropriate managers.
- Coordinate training opportunities and provide water system locates as requested.
- Perform routine inspections and repairs on small equipment, maintain an inventory of major parts,

and keep logs of maintenance activities.

### **Environmental Services**

Under the direction and supervision of the Water Operations Supervisor – Water East:

#### Water Treatment and Storage

- Be familiar with the Riondel Water System Emergency Response Plan.
- Operate and maintain the Water Treatment Plant, creek intakes, dams, reservoir, and distribution system.
- Oversee operations and maintenance of treatment plant membrane filtration and chlorine disinfection.
- Report water quality issues and unstable conditions.
- Coordinate with the Water Operations Supervisor to schedule and conduct preventative maintenance programs.
- Clean intakes of Indian and Hendryx Creeks.
- Perform chemical tank maintenance including flushing and cleaning water tanks.
- Periodically check tanks, lines, and buildings for leaks.
- Maintain inventory and reorder chlorination materials as necessary and fill tanks .
- Do Water Treatment Plant and distribution system checks and inspections twice weekly as directed.
- Collect weekly water samples for bacteriological testing as directed. Accurately record hand turbidity and chlorine readings, label sample bottles with dates and times, and arrange for delivery to the testing laboratory.
- Perform additional tasks as directed.

#### Water Distribution/Drainage

- Inspect water lines, fire hydrants, and curb stops for leaks.
- Manage water service valve turn off/on for properties as requested, completing work orders with dates and addresses for submission.
- Inspect and maintain manhole covers and ensure intakes and outlets are clear to facilitate proper water flow in the drainage system.
- Assist with water distribution repairs as needed.
- Perform additional tasks as directed.

### **Community Services**

Under the direction and supervision of the Facility Manager – Creston:

- Perform plumbing, carpentry, and painting work/repairs according to prepared specifications for construction and renovation projects of a limited nature relating to an existing facility.
- Perform a variety of building and equipment maintenance duties.
- Wash hand basins, sinks, toilets, and tile work; and replenish supplies in washrooms; and collect and dispose of refuse.
- Perform repairs and maintenance tasks on mobile and stationary equipment.
- Supervise the public by enforcing rules and regulations, and Fire Department occupancy regulations and evacuation procedures.
- Perform routine security checks that include building lock up.
- Answer inquiries and give out routine information and assistance to the public when required.

- Maintain grounds in accordance with the yard duty check list.
- Perform related work as required.

**REQUIRED QUALIFICATIONS**

- Grade 12 or equivalent.
- Valid BC Driver’s License.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of methods, materials, tools, and equipment used.
- Knowledge and ability to perform simple repair and maintenance tasks on buildings and components.
- Ability to deal courteously and effectively with the public.
- Demonstrated ability to work independently and use good judgment.
- Demonstrated ability to act with tact and diplomacy.
- Construction or plumbing.
- Water treatment.
- Water distribution.
- Control and SCADA systems experience.

**PREFERRED QUALIFICATIONS:**

- EOCP certifications for Small Water System. Water Treatment and/or Water Distribution Level 1 considered an asset.
- Transportation of Dangerous Goods Certificate.
- Building Services Training.
- Minimum 1 year of experience in parks.
- Sports Field Maintenance Certificate.
- Standard First Aid and CPR.

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date