

Work Planner

Job Number: J0625-1021

Job Title: Work Planner

Department: Water Wastewater System Operations

Is this position unionized? Yes

Job Type: Permanent Full Time

City, Province: Kingston, Ontario

Job Category: Operations

Open Positions: 1

Posting Date: June 30, 2025

Closing Date: July 14, 2025

Salary: \$44.39 - \$48.85/Hour

As Ontario's only multi-utility provider, we offer a comprehensive range of services, including water, wastewater, natural gas, electricity, and telecommunications - all under one roof. This integrated approach empowers us to deliver innovative solutions, exceptional customer service, and operational efficiencies that set us apart in the industry.

With over 150 years of commitment to the Kingston community, we work every day to provide the safe, reliable utility services our customers rely on. Our efforts go beyond keeping the lights on and the water flowing. We're driving progress through projects that create lasting, positive change. At the heart of everything we do is our vision to advance our unique utility model to benefit our customers and build better communities.

At Utilities Kingston, we believe that strong communities are built by strong teams. By joining us, you'll be part of a collaborative and dynamic environment where your skills and ideas will contribute to enhancing safety, driving reliability, and building a resilient future for our community.

Primary Duties

Position Summary:

The Work Planner will schedule and coordinate operations, maintenance and construction activities on the Water Distribution and Wastewater Collection systems ensuring work is

organized for field staff. They will work with various stakeholders to coordinate activities, prepare technical field drawings and layouts, order materials and equipment and provide estimates for capital, operational, maintenance and customer work.

Key Responsibilities:

1. Coordinate appropriate phasing of programs and projects to maintain budgets, project timelines and resource utilization.
2. Conduct field inspections of civil, construction and maintenance activities for the water distribution and wastewater collection systems.,
3. Design and create design packages for construction, operation and maintenance projects including estimates, plan details and engineered drawings.
4. Review and provide feedback on work order and approved plans for construction, operation and maintenance.
5. Review work plans with Sub Forepersons and provide design input and work plan coordination.
6. Prepare and administer RFQ's and tenders for various projects or programs.
7. Schedule operations and maintenance activities for operations crews and allocate resources for various water and wastewater operations, maintenance and construction projects and programs.
8. Prepare material requisitions and schedule deliveries for requirements at various stages of the project/program lifecycle.
9. Liaise, consult and coordinate with other departments, external agencies and City staff regarding pending work and provide cost estimates for maintenance and capital project activities.
10. Plan and coordinate work protection and outages with internal and external stakeholders and impacted customers.
11. Provide inputs for the development of the annual operating and capital budget.
12. Review and track project expenditures to confirm accuracy and address necessary adjustments.
13. Coordinate condition assessments and inspections and maintain accurate records on asset condition including maintenance performed and replacements.
14. Monitor and review regulatory and industry safety changes and prepare recommendations for integrating changes into current processes.
15. Comply with all health and safety requirements, maintain a safe work environment, report hazards and promote a culture of safety in the workplace.

Education, Certification and Other Qualifications Required

Knowledge, Skills & Abilities:

- Advanced ability to read, interpret and produce civil engineering construction drawings related to water and wastewater systems
- Advanced knowledge of water and wastewater system operations and maintenance procedures
- Demonstrated ability to prepare procurement documents
- Advanced knowledge of the applicable SOPs
- Advanced knowledge of the Service Levels, Utility Work Protection Code, Electrical Safety Rules
- Advanced knowledge of the Safe Drinking Water Act, Ontario Water Resources Act, and all other applicable acts, regulations and environmental compliance approvals
- Advanced oral and written communication skills
- Advanced knowledge of Book-7 Traffic Control Guidelines
- Advanced proficiency with MS 365
- Advanced proficiency with Esri GIS and ArcMap
- Intermediate project management, scheduling and planning skills
- Advanced knowledge of Occupational Health and Safety requirements as it relates to individual, organizational and operational requirements

Qualifications:

- Post-secondary diploma in Civil Engineering Technology
- Certified Engineering Technologist (CET)
- 3 – 5 years' experience in a construction, project management role overseeing projects, operations and maintenance
- 3 – 5 years' experience in a water and/or wastewater utility environment is considered an asset
- Licenses/certification for Water Distribution and Wastewater Collection systems is considered an asset with the ability to obtain Class 4 licenses in Water Distribution and Wastewater Collection within 6 years
- Class G driver's license

Special Working Conditions/Conditions of Employment

- The successful candidate will be required to provide a criminal record satisfactory to Utilities Kingston at their own expense.
- Possessing and maintaining a valid class G driver's license
- The successful candidate will be placed on a rotational ORO standby list

Your resume and/or cover letter must clearly demonstrate how you meet the requirements of the position.

Appropriate accommodations will be provided as required by the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

Utilities Kingston is committed to employment equity and we encourage applications from all designated group members. Our goal is a diverse, inclusive workforce that reflects the Kingston community.

Utilities Kingston thanks all candidates that apply; however, only those selected for further consideration will be contacted.

Internal applicants must inform their supervisor or manager of their application and subsequent status

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