
WATER MAINTENANCE LEAD WORKER

Department: Maintenance
Range: 42

FLSA Status: Non-Exempt
Effective Date: April 7, 2016

General Purpose

Under general supervision, to lead, guide and participate fully in the work of an assigned crew engaged in water utility projects, water utility trench excavation and pipeline repair work, personally performing the more difficult work of the crew; participate fully in the work of an assigned crew engaged in surface preparation and painting work; to operate power equipment; to train, instruct and correct the work of assigned crew members in the performance of specific tasks; and to perform related work as required.

Distinguishing Characteristics

The class of Water Maintenance Lead Worker is the working crew leader level in the Water Maintenance Worker series. Supervision is received from the Maintenance Supervisor. Incumbents routinely assign specific tasks to crew members at the job site and train, instruct, and correct the work of crew members insuring that accepted work and safety methods are practiced. Incumbents lead and perform a broad range of routine to very complex level duties requiring advanced journey-level expertise in three or more of the following areas: the construction mechanic trade; the construction and maintenance of pipelines and water services; the testing, overhauling, and repairing of water meters ranging in size up to 48 inches in diameter; and in accurately diagnosing and resolving water service problems. Incumbents are expected to use sound and independent judgment in carrying out job assignments, and may serve in the absence of the Maintenance Supervisor.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Provides courteous and expeditious customer service to the general public and District department staffs;
- Routinely adheres to and maintains a positive attitude towards District goals;
- Guides, checks, monitors, inspects and reports on the work of a crew engaged in one of the following areas, depending on assignment: construction and maintenance of various utility projects, and/or water utility trench excavation and pipeline repair work;
- Assigns specific tasks to crew members at the job site;
- Trains, instructs and corrects the work of crew members, insuring that accepted work

and safety methods are practices;

- Leads and performs construction and fabrication of various utility water projects including footings, foundations, slabs, floors, frames, sidings, trenches, ditches, roads, metal sidings and roofs, mounts and enclosures;
- Ensures proper use of safety equipment; wears protective apparel;
- Leads and performs arduous labor in the construction and maintenance of various utility water projects;
- Operates District vehicles and light and medium trucks; loads and unloads trucks;
- Operates a forklift, roller, cement mixer, compressor, jackhammer, concrete saw, sandblaster, drills and similar equipment and tools;
- Uses hand and portable power tools; cleans and maintains tools; maintains inventory of special tools;
- Clears work area of debris and rocks; excavates trenches; digs trenches with hand tools; digs, backfills and tamps trenches; performs hand grading and tamping; may disc fields;
- Operates a pipe locator and pipe threading machine; cuts pipes using power saws; lays pipe to grade;
- Isolates, makes repairs, or replaces inoperative sections of piping;
- Sets forms for thrust blocks; sets shoring bars and equipment into place;
- Mixes, pours and finishes concrete;
- Lays, tamps, spread and rolls asphalt;
- Sets mounting frames, bars and bolts;
- Installs equipment onto mounts, including pumps, engines, motors, drive shafts, piping and electrical panels;
- Performs carpentry work; installs drywall; Uses mortar mixes in the erection of block walls from cinderblock; lays bricks;
- Paints surfaces, sometimes using specialized coating and epoxies; sandblasts surfaces; manipulates compressed air hoses for paint sprayers to prevent obstructions while spraying; erects scaffolding;
- Leads and participates in repair of gate and butterfly valve and other large valves;
- Lead and participates in repairing fire hydrants and automated valves (Cla-Vals);
- May inventory and maintain levels of rebuilt valves and hydrants ready for use;
- Leads and participates in the repair of sprinkler systems;
- Leads and participates in the operation of power generators;

- Operates a boom truck in hoisting and setting large pipe;
- Operates light tractors skip loaders, and backhoes;
- May take the place of the Maintenance Supervisor in their absence;
- Participates in District Safety meetings;
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- General principles of supervision;
- Principles of water distribution systems;
- Proper use of hand and portable power tools;
- Proper methods, materials, tools and equipment used in the repair of water meters;
- Methods of trench excavation, shoring and safety;
- Painting and the mixtures of paints;
- Equipment used in both brush and spray machine painting;
- Shop mathematics applicable to the painting trade;
- Methods of painting and sandblasting;
- Proper methods, materials, and tools used in the painting trade;
- Basic safety in working with tools;
- Basic mathematics.

- Verbal English to understand and be understood; written English to communicate in writing at an intermediate level;
- Appropriate safety precautions and procedures;
- Simple record keeping methods;
- Operating procedures of light to medium motorized equipment;
- Procedures and methods of water utility pipeline and equipment maintenance;
- Methods of pipeline repair and connections.

Ability to:

- Lead and direct the work of others;
- Assist in planning and scheduling work assignments; set priorities, train, evaluate, select and recommend discipline for subordinates;
- Understand and carry out oral and written instructions; read and write at an intermediate level;
- Establish and maintain effective relationships with those contacted in the course of work;
- Read, write and perform mathematical calculations at an intermediate level;
- Maintain records;
- Serve as supervisor in the absence of supervisor performing administrative functions including work orders, payroll, and construction orders;
- Work from blueprints, drawings, sketches, specifications, and technical manuals at an intermediate level;
- Use hand and portable power tools in moderately complex repair and construction projects;
- Take appropriate safety precautions in trench excavation;
- Perform heavy physical labor;
- meters;
- Identify types of soil needing shoring;
- Use appropriate methods and procedures for water service disinfection;
- Locate, identify and determine causes and types of pipeline breaks;
- Troubleshoot moderately complex water service performance problems;
- Operate pneumatic and power equipment;
- Safely operate a gas welding and cutting torch;
- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Wear protective respiratory equipment to include SCBA and personal escape respirator;
- Operate specialized pipe connection tools and jigs;

- Operate a vehicle observing legal and defensive driving practices;
- Operate light to medium motorized equipment;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A high school diploma or satisfactory equivalent, and

Experience:

A minimum of four (4) years of progressively responsible experience in water distribution system operations, maintenance and repair with a public agency water system, including welding and operation of all District equipment.

Necessary Special Requirements

Must possess an appropriate valid, Class "A" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record or be able to obtain within 12 months of employment.

Possession of a valid, Grade II Water Treatment Operator's Certificate, issued by the State of California Department of Public Health.

Possession of a valid, Grade III Water Distribution Operator's Certificate, issued by the State of California Department of Public Health.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.