



Job Title: **Lead Worker Water Distribution**
Department: **Department of Utilities**
Date: April 15, 2020
 Non-Exempt
FLSA Exemption: N/A
Job Reports To: Water Utilities Superintendent
Pay Grade: 13
 Full Time

Job Description

Summary/Objective: Under direction, the Lead Worker – Water Distribution will lead, plan, coordinate, review and perform all work activities and duties assigned to their designated crew involved in the construction, installation, maintenance and repair of the City sewer, water lines, water distribution systems and facilities. Requires review of completed work to ensure crew is adhering to City specifications, all Federal, State, and Local laws and safety requirements are being met. Lead Workers assume responsibility for more difficult and complex tasks performing skilled and semi-skilled activities. Lead Workers are responsible for scheduling and monitoring designated staffs work assignments. Positions assigned to this class require that an incumbent be able to work independently exercising judgment and initiative.

This position is a lead or advanced journey level in the Water Distribution Operator series. Incumbents lead, oversee and assist in the supervision of designated staff; inspects and reviews work methods, work product and quality; assists the Water Utilities Supervisor and Chief of Utilities in the monitoring and training of less experienced staff; and ensure the use of safe work practices. This classification is distinguished from the Water Distribution Operator II by the difficulty and complexity of assignments, independent judgement and lead responsibilities. Supervision of position is provided by the Water Utilities Supervisor and Chief of Utilities.

Essential Job The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. *Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Participates, plans, coordinates, oversees, and inspect the work of those assigned or engaged in the repair, operations and maintenance of water distribution facilities.
2. Leads, schedules, oversees and participates in the work of crews engaged in construction, installation, maintenance and repair of sewer, water lines, and mains; troubleshoots to identify sewer or water flow problems; initiates corrective action; prepares work orders and discrepancy reports.
3. Provide on-the-job training in the proper and safe performance of crew's work, use of tools, equipment and safety devises; inspects and evaluates the work of crew; assists

the Water Utilities Supervisor or Chief of Utilities in supervision and training of assigned staff, ensuring compliance with Federal and State regulations. Act as Supervisor in the Water Utilities Supervisor's absence.

4. Sets up job site including positioning of equipment and materials; barriers and proper traffic control devices; and maintains traffic control speed utilizing safety procedures.
5. Operates tapping machines, jackhammers, compactors, pipe cutting equipment, concrete saws, boring tools, flow meters and a wide variety of other hand, hydraulic and power equipment; checks condition, cleans and maintains tools and equipment.
6. Operate a variety of heavy equipment including backhoe, sewer combination truck, front-end loader, tractor, dump truck, vactor, truck with trailer, valve truck, water tanker, meter reading cart, sewer line jetter, boom truck, bucket truck, loader, bob-cat, and aerial truck. This includes the operation of commercial vehicles.
7. Trains employees on equipment, procedures, and storm water operations and maintenance activities; provide input for evaluation and selection of staff.
8. Responds to sewer back-ups; trouble shoots problem and performs required repair.
9. Operates SCADA Systems.
10. Traces, locates, and taps water/sewer lines; marks water/sewer utilities; reads and locates water/sewer lines and mains from blueprints; performs dry and wet tapping of water mains for service connections.
11. Installs, repairs, and removes complex residential and commercial water meters; reads water meters; installs and repairs valve boxes and water valves.
12. Installs blacktop/concrete to streets/sidewalks when installations/repairs are complete.
13. Evaluates service needs and work methods; develops plans to satisfy future needs of various water distribution services; establishes and enforces operating and safety procedures; investigates service requests and complaints made by the public; as necessary, explains priorities, programs and policies and initiates appropriate action.
14. Reviews estimates, get job bids on projects from multiple contractors to ensure the City is getting the best price and contractor for the job. Verifies invoices are complete, code invoices for payment and ensures contracts adhere to City specifications. Ensures water distribution related areas and facilities are maintained properly.
15. Fire flow testing to ensure adequate amounts of water for fire protection; hydrant flushing to improve water quality; and valve turning for emergency functionality when valves are needed to shut down system.
16. Water sampling to ensure City water is within MCLS guidelines; water system mapping to reflect changes identified in water lines and valves.
17. Advises public and businesses of proper installations and repair or removal of meters.
18. Respond to emergency situations as necessary taking appropriate action such as placing barricades, removing fallen trees and limbs, and resolve public safety hazards.
19. Assist in evaluation and selection of staff; schedule vacations and leave requests; Train employees on equipment, procedures, and maintenance activities.

20. Assist in establishing and enforcing operating and safety procedures; investigate and resolve service requests and complaints made by the public as necessary, explain priorities, programs and policies and initiate appropriate action.
21. Estimates time and material costs of various projects; evaluates and implement changes in work methods, priorities and routes; and assists in the preparation of budget and control expenditures of allocated funds.
22. Assists Public Works Supervisor in review of City budgets; provides input for fiscal year budget on department needs and safety concerns.
23. Maintain records, logs, and prepare a variety of reports and memos on work performed; research vandalism and claims against the City; may participate in administrative studies in areas outside the scope of regular duties.
24. Operates a City truck; reports mechanical problems; keeps truck stocked with supplies.
25. Regular inventory checks and orders parts; prepares reports and keeps a variety of records. Ensure team has adequate tools and safety equipment to do their job in the safest and most proficient way possible.
26. Responds to citizen complaints tactfully and promptly; investigates, evaluates, and resolves customer service requests and complaints in a timely manner.
27. Responds to emergency situations as necessary. May require 24-hour a day emergency call back.

Other Job Related Duties

Performs related duties or responsibilities as assigned. May require 24-hour a day emergency call back with little or no notice and required to carry a cell phone as directed. Must respond in a timely manner to all phone calls. Required to work an on-call rotating schedule, including weekends and holidays and subject to 24-hour emergency call outs. Employees repeatedly refusing to serve on-call or report for emergencies, shall be subject to disciplinary action.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Project Management.
5. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education High school diploma or equivalent.

Experience Three (3) years of increasingly responsible experience performing installation, construction, maintenance, repair and operation of water distribution pipelines, valves and appurtenances; or comparable experience to a City of San Jacinto Water Distribution Operator II or equivalent.

Desirable One (1) years of experience in a lead capacity. Two (2) years of experience setting up, organizing and directing traffic control. Specialized college coursework or training in water utilities construction, maintenance and operation or water utilities inspection. Experience filing City and State reporting regulations.

License / Certificate (Required to possess at hire or within 6 months of employment)

California Department of Health Services, Distribution Operator 2 Certificate – Issued by the State of California.

Must possess a Class "B" Commercial California Driver 's License with Tanker Endorsement. Applicant must provide a printout of driving record for the past 6 months from the Department of Motor Vehicles and attach to their job application.

Failure to obtain license or certificate within allotted time frame may result in disciplinary action that may include salary freeze, promotional freeze, demotion, suspension, or termination without administrative or judicial appeal.

Current employees shall continue to be required to have previous certification requirements for their existing job.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

Knowledge, Skills & Abilities

Knowledge of:

- Use and purpose of general construction and maintenance tools/equipment.
- Operations and maintenance procedures of water distribution system.
- Operational characteristics of specialized equipment used in water pumping, storing, and distribution.
- Materials, methods, practices, and equipment used in the maintenance and repair of pumps, motors, reservoirs, automatic valves, and pipeline systems.
- Occupational hazards and standard safety practices necessary in construction, maintenance and repair work; proper handling of hazardous materials.
- Principles of supervision, training, and performance evaluation of assigned staff.
- Personal computer and software applications; record keeping and reporting process; basic mathematical principles.
- Basic budgeting practices; ability to provide input for water distribution budget.
- Traffic laws, ordinances, rules, and safe driving practices involved in truck and heavy equipment operations; proper methods of traffic control and delineation.
- Relevant federal and state laws and regulations; City policies and procedures.

Ability to:

- Effectively plan, assign and supervise the work of personnel engaged in the maintenance of water distribution systems and facilities.
- Efficiently and safely operate pertinent equipment, tools and vehicles.
- Perform duties in the construction, maintenance and repair of water systems.
- Identify and solve problems; supervise, train and evaluate subordinates.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Understand occupational hazards and standard safety precautions necessary

in maintenance and repair work.

- Estimate material and labor needs; make accurate mathematical calculations.
- Understand and follow oral and written instructions and directives.
- Communicate clearly and concisely, both orally and in writing.
- Establish and foster positive and harmonious working relationships with those contacted during work; act effectively under stressful or emergency situations.
- Provide phone or electronic communication as necessary for the job; respond to emergencies 24-hours a day.

Skill to:

- Operate a wide variety of equipment and tools used in water distribution maintenance and repair in a safe and effective manner.
- Select and maintain machinery and equipment used in the area of work.
- Identify water distribution system maintenance needs and take corrective actions.
- Independently perform difficult maintenance and repair duties in area assigned.
- Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information.
- Exercise good judgment, common sense, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

Work Environment

Frequently works in extreme outside weather conditions, in or near road traffic; near moving mechanical parts and in high places. The employee is frequently exposed to wet and/or humid conditions. The noise level is frequently loud. Required to work on an on-call rotating schedule, including weekends and holidays and is subject to 24-hour emergency call out.

Physical Demands *(Essential duties require the following physical skills and work environment)*

Ability to talk, hear, sit, stand, walk, balance, kneel, crouch, stoop, squat, crawl, twist, climb, and frequently push, pull or lift up to 60 lbs. and occasionally push, pull or lift up to 90 lbs; use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms; vision abilities for close/distance vision, distinguish color, peripheral vision, depth perception and the ability to adjust focus; ability to wear protective apparel; exposure to heat, noise, outdoors, vibration, non-permitted confining work space, hazardous chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations. Occupational hazards and standard safety precautions necessary in public works maintenance and repair.

Essential Mental Functions

Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information or new skills, interact with City staff, and irate citizens.

Supervisory Responsibility

Assist the Water Utilities Supervisor and Chief of Public Utilities in supervision and training of assigned staff, ensuring compliance with Federal and State regulations. Has authority to halt construction work if deemed unsafe or out of compliance, contacting the Water Utilities Supervisor or Chief of Public Utilities for further direction.

Expected Hours of Work/Work Schedule

Monday – Thursday 6:30 AM – 5:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand. On-call rotational status required. May require 24-hour emergency call back with little or no advance notice.

Travel

Regular, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.

Disclaimers and Approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager *John* Date *5/20/2020*
HR *Kristen Hebeck* Date *5/19/2020*
Chief of Public Utilities *[Signature]* Date *5-19-20*

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____