

WATER LEAD WORKER

Definition:

Under general supervision performs a variety of both skilled and general duties involved in the maintenance, repair and construction of City water and sewer system components and in the maintenance and repair of water meters; leads a crew involved in the maintenance, repair and construction of City water and sewer system components and in the maintenance and repair of water meters and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Directs and participates in the maintenance, repair and construction work on City water and sewer system components and in the maintenance and repair of water meters.

Leads members of a small to medium size crew involved in the maintenance, repair and construction of City water and sewer system components and related facilities/equipment to include water meters.

Trains and schedules assigned employees and reviews time cards.

Observes and enforces safety precautions.

Determines repair versus replacement issues.

Reviews and inputs service requests and responds to inquiries from the public.

Physically inspects work performed for proper methods and procedures, investigates water related claims and conducts field checks.

Develops, evaluates and modifies work standards and procedures for water meter installation, testing and repair.

Operates a variety of hand and power tools, cleans and maintains tools and equipment and reports equipment repair needs to supervisor.

Lifts and moves objects weighing 75 pounds or less.

Operates a personal computer and uses applicable software to input data, maintain records and prepare reports and maps.

Orders parts, materials and equipment and maintains inventory records.

Meets with vendors and assists in evaluating and recommending new water system/water meter devices.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Water Lead Worker is a multi-incumbent class in the Maintenance Services Department with duties related to water meter maintenance and repair and water system/sanitary sewer maintenance, repair and construction. Incumbents perform a variety of general, skilled and specialized tasks and lead a crew. A Water Lead Worker is expected to solve work related problems independently.

Contacts and Relationships:

A Water Lead Worker has substantial contact with the public during the course of certain work assignments and establishes and maintains contact with Maintenance Services Department staff and staff of other City departments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Water system and water meter repair methods, techniques and procedures.

Safety precautions and practices necessary when working with hand and power equipment applicable to the area assigned.

Materials, tools and methods used in the area to which assigned and related equipment.

Basic crew leadership/directional techniques.

Basic math.

AND

Ability to:

Train and direct a crew performing water system and sanitary sewer maintenance and maintenance and repair of water meters.

Operate job related equipment and lift and carry heavy objects safely.

Demonstrate safe work procedures and equipment operation.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance to include reading and interpreting maps, blueprints and plans.

Learn to use a computer and applicable software.

Establish and maintain effective relationships with those contacted in the course of work.

Exercise independent judgment and understand and carry out oral and written directions independently.

Work under limited supervision.

Write basic reports, record data and transfer data from one form to another.

Order parts, supplies and materials.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

Experience:

Three years of responsible experience as a Senior Maintenance Worker, Meter Repairer or similar position performing water meter repair and water/sewer system work.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Valid and appropriate Water Treatment and/or Distribution Operator Certificates, depending on area assigned, at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs to include overtime and emergency call back.

Certain assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements. An incumbent performs physical labor requiring physical strength and endurance and drives a vehicle on City business. An incumbent may work in confined spaces, under damp conditions and crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces and grasp, drag, lift and carry items weighing 75 pounds or less. Incumbents may be exposed to chemicals, solvents, sewage, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration and noise and must be able to meet the physical requirements of the class and have mobility, vision, sense of smell, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Class History:

Revised July 2003 (Meter Shop Lead Worker & Water Lead Worker Combined)

Revised April 2003

Revised January 2001