



## Utility Service Lead Worker

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### Summary

Schedule, assign, lead, review and participate in the work of a crew performing skilled work in the installation, maintenance, and repair of water and recycled water distribution or sewer systems; operate a variety of heavy equipment in performing such work and ensure compliance with safety requirements.

### Class Characteristics

General supervision is provided by the Utility Supervisor; responsibilities may include the indirect supervision of support staff.

This class is distinguished from the Utility Service Worker III by the on-going lead duties assigned to incumbents within the classification. This class is distinguished from the next higher level of Utility Supervisor in that the latter class has full supervisory responsibility over several crews and functions.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here 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 a disability to perform the essential duties, skills, and demands.*

#### Duties:

Schedule, assign, lead, review and participate in the work of a crew responsible for the installation, maintenance, and repair of water and recycled water distribution or sewer systems.

Train assigned staff in work methods; monitor their work; review work to ensure it is performed properly and efficiently, and that all safety regulations are being followed.

Inspect work in progress and upon completion to ensure satisfactory completion.

Review drawings and blueprints to determine materials and labor required; requisition materials, supplies, and equipment required to complete assigned work; schedule job assignments in the most efficient and cost effective manner.

Perform duties and oversee maintenance activities such as: install, tap, re-line, disinfect, test, and connect water mains and appurtenances; shutdown, repair, disinfect and test broken water mains; flushing, cleaning, and pigging of existing water mains; standby emergency response duties for after hours distribution system emergencies.

Direct and participate in skilled work to install, maintain, repair, and replace water production, transmission, and distribution systems; conduct inspections of new water mains and service lines to ensure proper installation and disinfection.

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Operate heavy equipment to dig and back-fill trenches; place and remove pumps, valves, and other appurtenances; lay, and roll asphalt, etc.

Install meter boxes, vaults, and residential, industrial and commercial meters.

Locate and repair leaks and line breaks in water, recycled water, stormwater, or sanitary sewer lines; operate camera van to locate broken or cracked sewer lines; dig out, cut and replace pipe sections, fittings and couplings in sewer lines; operate power routing and vacuum equipment to clear line blockages.

Direct the installation of shoring and implement traffic control measures to maintain a safe work site; notify customers of work to be performed and respond to related questions.

Arrange for the maintenance and repair of equipment used at the work site.

Ensure proper safety precautions and that the work site is maintained in a safe and orderly condition.

Recommend and implement improved work methods and procedures.

Maintain records and prepares reports of work performed.

Perform related duties as assigned.

### Skills/Abilities:

Lead, direct and review the work of assigned maintenance staff.

Ensure the provision of a safe working environment on assigned project.

Perform highly skilled work in the installation, maintenance, and repair of mains, services, valves, meters, hydrants and other water, recycled water, and storm water systems.

Perform highly skilled work in the installation, maintenance, and repair of sewer lines and related structures.

Operate special equipment to locate leaks in the water distribution or wastewater collection system.

Operate a variety of light and heavy equipment including backhoes, tractors, rollers, loaders, and trucks over 26,000 gross vehicle weight.

Read and interpret drawings and blueprints.

Maintain records and prepare reports on work performed.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 90 pounds. While performing the duties of this job the employee is occasionally exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment may be moderate to loud depending on working conditions. The employee will be required to work emergency overtime or off-shift hours as necessary.

**Qualifications**

Knowledge of:

Operations, maintenance and activities of systems.

Operational characteristics of tools and vehicles used in water and wastewater system maintenance.

Methods and techniques of determining material and manpower requirements for assigned maintenance projects.

Principles and practices of safe working techniques in utility and underground maintenance work.

Concepts of water distribution mathematics such as; water measurements, formulas (area and volume), units and conversion factors, and water pressure.

Principles of leadership and related training.

Concepts for utility system maintenance such as; purpose, configuration, and operation, pipe materials, water storage facilities, meters, hydrants, leak detection and repair, corrosion, flushing and cleaning, water meter testing, maintenance and repair, and maintenance of pumps and electric motors.

Principles and practices of utility system operation such as water quality, sources of supply, and safety and sanitation practices including disinfectants.

Operational characteristics of pumps, motors and related equipment.

Equipment, tools, materials, and methods used in utility system installation, maintenance and repair.

Methods and techniques of operating a variety of heavy equipment, including backhoes, loaders, rollers, and tractors.

Mathematic concepts.

Methods and techniques of maintaining records.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Education:

Equivalent to graduation from high school.

Experience:

Three years of experience in installing, maintaining, and repairing underground water or sewer systems or related systems and facilities, including experience in the operation of heavy equipment.

Licenses/Certificates:

Possession of California Department of Health Services Grade II Water Distribution Certificate.

Possession of a valid California Class B driver's license.

Desirable:

California Water Environment Association Grade II Certificate.

Other Requirements:

Positions in these classifications are subject to drug and alcohol testing (DOT) pursuant to Federal Law.

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