

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY LEAD WORKER

DATE: 01/09/07

JOB CODE: 21846

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision, to lead, guide and participate fully in the work of an assigned crew engaged in water utility projects, meter repair work, and 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 Utility Lead Worker is the working crew leader level in the Water Utility Worker series. Supervision is received from the Water Utility 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 78 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 Water Utility Supervisor.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provides courteous and expeditious customer service to the general public and City department staffs;
- Routinely adheres to and maintains a positive attitude towards City and Department 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, meter repair work, 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 Department 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;
- Oversees and participates in the Installation of large and small water meters;
- Disassembles water meters and fire hydrant meters; cleans and examines the mechanisms and chambers for breaks and wearing;
- Repairs or replaces damaged or worn out parts; solders meter parts as appropriate; reassembles the meter; paints meters;
- Tests new and rebuilt meters; makes field tests of meters in place; exchanges meters as appropriate;
- Makes necessary repairs to special recording registers in the field or shop;
- Maintains meter history and maintenance records;

- Checks discs, diaphragms and bushings; assembles drive trains;
- Performs meter checks as required; checks meters for tampering; replaces broken meter service valves; installs pressure recorders;
- Leads and participates in the installation of meters and meter vaults;
- May repair gate and other large valves;
- May repair fire hydrants; may rebuild clay valves;
- 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;
- Operates large meter testing truck;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA);
- May take the place of the Water Utility Supervisor in their absence.

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:

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;
- Principles of operation of meters;
- 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;
- Replace, maintain, repair, calibrate, and take accurate readings on water 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 crane truck for installation and removal of large meters;
- 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

Education: Graduation from high school or G.E.D. equivalent,

And

Experience: Four (4) years of progressively responsible experience in water utility system construction, installation, maintenance or repair, and/or water meter installation, maintenance, service, and repair. Specific experience in operating motorized construction equipment, pipefitting, welding and construction of concrete and wooden structures is highly desirable.

And

Certificates: Must have and maintain a State of California Department of Health Services (DHS) Water Distribution Operator Grade 2 certificate. Must submit a copy of the required DHS Water Distribution Operator Grade 2 certification at the time of application.

And

Possession of a valid California Class "A" commercial driver's license with air brake endorsement, tanker endorsement, and valid Medical Examiner's Certificate appropriate for the equipment to be operated required upon application. Note: For out-of-state applicants, a valid driver's license is required and a valid California Class "A" commercial driver's license with air brake endorsement, tanker endorsement, and valid Medical Examiner's Certificate appropriate for the equipment to be operated is required within ten (10) days of appointment (CA Vehicle Code 12505c).

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

Must be clean shaven or trimmed facial hair in order to properly use personal respirators and SCBA equipment. Must pass a respirator medical exam and be physically able to wear SCBA equipment. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment.

There may be additional special requirements, depending on assignment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. There is frequent need to stand, stoop, walk, crawl, climb, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools and mechanical and motorized equipment, to transport materials and supplies weighing up to 75 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Utility Lead Worker

To: Water Utility Supervisor

Job Description:

BOWC Approved: 11/21/2006

CSB Approved: 01/09/2007

Testing Standards:

Open/Dept Promo/CS Oral: 12/13/2005