LEAD WATER OPERATIONS WORKER

DEFINITION
Under general supervision, participates and leads assigned staff in the cleaning, maintenance, installation and repair of city water, water meter and sewer systems.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Participates and leads crew in the installation, maintenance and repair of water mains, water distribution systems, valves, hydrants and meters; isolates broken water mains, excavates lines and repairs leaks and breaks; Replaces faulty valves; exercises in-line valves and maintains fire hydrants; Notifies residents of service outages and removes and exchanges meters.
- Participates and leads crew in the cleaning and maintenance of sewer lines and storm drains; operates heavy equipment for the removal of debris and tree roots and to unclog sewer lines and storm drain systems; Operates video camera equipment to inspect sewer lines and identify and resolve stoppages and related problems.
- Participates and leads crew in reading of water meters according to billing schedules to minimize errors, accidents and injuries; Maintains computer records of meter repair and replacement work completed; Resolves customer concerns or complaints regarding meter readings, low water pressure and service terminations; Maintains water meter shop work areas, supplies and equipment;
- Monitors and provide feedback of evaluation of work activities for assigned staff; communicates progress, problems and completion of work to supervisor; notifies supervisor of materials or equipment necessary to complete work orders; maintains work areas and equipment and supplies used in the completion of work activities; assists in the implementation of safety procedures and guidelines for utility repair staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of water service maintenance, repair and operational methods and techniques, occupational hazards and safety guidelines, and of personal computer and software to perform essential job duties;
- Skilled in the safe use of power and hand tools used in water maintenance and operations; prioritizing and monitoring work flow and activities of assigned crew; providing and following oral and written instruction in English and establishing and maintaining productive working relationships;
- Ability to perform essential duties within a timely manner with little supervision, and to effectively communicate verbally and in writing.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an outdoor environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents may be exposed to repetitive motion, extreme temperatures and weather, areas under construction, standing or stagnant water, loose or unstable surfaces, high pressure water and sewer lines, sewer fumes and gases and high voltage. Incumbents in this classification must be able to work and participate in the standby / on-call program, and respond to call-outs and other emergencies within a 30 minute time frame, and be able to work after normal working hours, on weekends and holidays.

QUALIFICATIONS
Must have a high school diploma or equivalent AND three (3) years experience in water distribution or sewer system maintenance and repair. Must possess at the time of hire and maintain a valid California Class B Driver’s License; Possess a Grade 2 Water Distribution Certification and a Grade 2 Water Treatment Certification from the California State Water Resources Control Board and be able to obtain a Grade 3 Water Distribution Certification within 18-months of appointment.