



## WATER MAINTENANCE LEADWORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision, leads and participates in the operation of the water system maintenance program; performs the full array of duties assigned to water maintenance classes, including skilled and semi-skilled work in the maintenance; repair and operation of the City's water infrastructure including piping, storage tanks, pumping and chlorination systems to ensure compliance with federal and state drinking water standards; leads maintenance crews in an assigned area of responsibility; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; assists in the training of assigned personnel; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Water Maintenance Lead Worker is an advanced journey/lead class in the Water Operation. Incumbents perform a variety of maintenance tasks and perform lead supervisory duties, including assisting in the planning, assigning, and evaluation of the work of subordinates, and providing training. This classification differs from the next higher classification of Water Supervisor in that the latter has full supervisory responsibility for water operation and maintenance crews in the department.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general supervision from the Water Supervisor. Exercises functional, technical, and lead supervision over assigned staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

Leads, reviews, assigns, and performs the work of staff engaged in the repair, construction, and maintenance of water mains and services to homes, businesses, pump stations and reservoirs; develops and implements crew assignments; inspects and reviews work methods, performance, and quality of work performed; conducts safety and training meetings; answers questions; evaluates and provides input and recommendations on employee evaluations; assumes responsibility for the more difficult and complex tasks.

Recommends and reports service levels to the Supervisor; performs field observations to ensure compliance with department policies, practices, and City ordinances; prepares reports for the Supervisor related to division activities.

Assigns, directs and participates in work required for boring or excavating and grading trenches for water services; flushes water mains; operates trucks, compressors, tractors and other construction equipment; repairs and installs water services, mains and hydrants; compacts and back-fills trenches; cuts and repairs sidewalks and pavements; reads maps and uses pipe locator to isolate underground utilities.

Oversees and provides the training of assigned personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; conducts and participates in safety meetings; identifies training opportunities and needs; makes recommendations to higher level staff; provides input in the evaluation of assigned personnel.

Contacts dig alert before excavation and determines estimates of manpower and supplies needed for completion of work orders.

Maintains computerized and manual records relating to water system reconstruction and maintenance assignments and as needed; keeps daily job records.

Prepares routine records of work activity and supplies used; participates in the purchase of supplies, and the maintenance of inventory; prepares routine reports.

Assists other Public Works divisions when required.

Responds to questions, concerns, and emergency calls from the general public; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department policies, rules, regulations and City ordinances; establishes and maintains a customer service orientation within the work unit.

Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials, and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.

Establishes positive working relationships with representatives of community organizations, state/ local agencies, City management and staff, and the public.

## **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 90 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical and electrical hazards. Must be certified by a physician as fit to wear a respirator (must be prepared to shave on demand). The incumbent is required to respond to after-hours emergency call-outs perform routine weekend and night call standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

## **QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Water Maintenance Lead Worker. A typical way of obtaining the required qualifications is to possess the equivalent of three years of responsible Public Works maintenance experience similar to that of a Water Maintenance Worker in the City of Burlingame, and a high school diploma or equivalent.

### **License/Certificate**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a Grade III Water Distribution certificate issued by the California Department of Health Services is required. Possession of a CPR/1st aid certification and a certification as a Competent Person is required.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of**

Water system operation, construction and repair principles; the common tools, power equipment and materials used in water systems maintenance; methods, equipment, materials, and tools used in installing, repairing and maintaining water mains, valves, hydrants, pumps, meters and other appurtenances; tools, materials and methods repair work; preparation of trenches to grade; operations and maintenance of a wide variety of construction hand and power tools and equipment; mechanical ability and comprehension; safe work methods and safety regulations pertaining to the work, including, OSHA, Haz Mat, and NPDES; proper placement of cones, barricades and warning devices and directing traffic flow at job sites; backflow, pressure/flow testing.

**Ability to**

Lead and perform a wide variety of water system construction and maintenance activities; read blueprints and sketches and to prepare directions and sketches to enable crews to locate lines and extensions; use detection devices, mobile radio, phone, ditch witch; apply leadership and supervisory principles in the daily direction of water main repair crews; understand and follow oral and written directions and rough working diagrams; work effectively with a small group or individually; operate a variety of vehicular, mechanical, and heavy equipment in a safe and efficient manner; perform heavy physical labor as required; make accurate estimations in supplies, manpower hours; exercise independent judgment and initiative when working with the public; provide effective customer service to the public; analyze a complex issue, and develop and implement an appropriate response; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing in proper English; establish and maintain effective working relationships.

**Skill to**

Safely and effectively operate a variety of vehicles, construction equipment and power and hand tools used in water system reconstruction, maintenance and repair. Operate an office computer; input work order data in the database correctly; manipulate SCADA system to respond to and acknowledge alarms.

S501  
WATER MAINTENANCE LEADWORKER  
AFSCME 2190  
NON-EXEMPT  
REVISED: 2006