



## WATER QUALITY AND METER LEAD WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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, operates the water meter repair shop and works closely with and follows the direction of the Water Quality Supervisor. Performs skilled and semi-skilled duties in complying with State and Federal Safe Drinking Water Standards which include but are not limited to: taking and processing health samples, i.e. bacteriological samples, lead and copper samples, chlorine residuals. Also, coordinates and maintains records of the metering system, meter upgrades, new water services, touch and radio read installation and repairs. Incumbent is expected to perform all of the duties listed below and to maintain and oversee the recording of all pertinent data. Incumbent is also expected to train and supervise persons assigned to him/her.

### **DISTINGUISHING CHARACTERISTICS:** *(include but are not limited to the following)*

The Water Quality & Meter Lead worker is an advanced journey/lead class in Water Quality and in the Meter Shop. Incumbent performs a variety of Water Quality 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 Quality Supervisor in that the latter has full supervisory responsibility for water operation and maintenance crews in the department.

### **SUPERVISION RECEIVED:**

Receives general supervision from the Water Quality Supervisor. Exercises functional, technical, and lead supervision over maintenance worker

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

**Meter Related Duties:** Shall possess the knowledge, skills and abilities to manage the meter maintenance and change out program, both by contract and in-house; manage large meter testing and maintenance program; perform meter upgrade changes; assign and record construction meters to contractors and perform monthly reads; may replace broken meter boxes; install fire line bypass meters; may perform meter reading in the absence of Meter Reader; flow test meters; perform record keeping and filing; maintain inventory, meter programming and create reports.

**Water Quality Related Duties:** Shall possess the knowledge, skills and abilities to assist the Water Quality Supervisor and perform duties of the Water Quality Supervisor when absent such as; perform water quality sampling, and backflow testing. Shall possess the knowledge, skills and abilities to assist in all areas of water distribution system flushing, and repair and maintenance of sampling stations.

- Supervises, inspects, and participates in the day-to-day work of crews engaged in water quality and water meter activities, including meter shop, the AMR, Meter Change-Out Drinking Water System Discharges, and UDF Programs; outlines unusual work assignments and special projects

according to general instructions; coordinates and provides liaison to contractors; inspects completed work.

- Responsible for the supervision and performance of water quality and meter duties including: The collection of water quality samples (bacteriological, Lead and Copper, turbidity, heterotrophic plate counts, etc.), and Disinfection of Water Mains and Storage Facilities.
- 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.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and City 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). May be required to perform the duties of a Water Maintenance Worker. 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.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's 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 testing and repair, 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.

**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 Quality and Meter Lead Worker. A typical way of obtaining the required qualifications is to possess the equivalent of four 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 supplemented with some introductory supervisory training.

**License/Certificates:**

Shall be in possession of a California Class "C" Driver's License. Shall possess a DHS Grade D3 Distribution certificate within 12 months of appointment (Shall be shift operator qualified). Shall possess a DHS Grade T1 Treatment certificate within 12 months of appointment. Shall possess an AWWA Backflow Prevention Assembly General Testers Certification within 24 months of appointment.

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