

UTILITY LEADER - WATER

DEFINITION

Under general supervision, performs a variety of semi-skilled and skilled duties in the installation and maintenance of water ~~and sewer~~ facilities; supervises and participates in the work of a utility crew; does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a full journey-level classification. Positions in this classification are distinguished from those in the subordinate classification of Utility Worker, by the additional years of experience required, the certification requirements, and in that the Utility Leader performs the more highly -skilled and complex assignments. ~~Incumbents and~~ often work independently or supervises a crew in a lead person -capacity; however, a Utility Leader may also be required to perform duties similar to those performed by ~~the a utility~~ Utility Worker. The duties assigned to positions in this classification require that incumbents exercise independent judgment and initiative.

SUPERVISION RECEIVED

Receives direction from Senior Utility Leader, and, as necessary, Utilities Field Services Supervisor and Utilities Operations & Maintenance Supervisor.

SUPERVISION EXERCISED

Provides technical and working supervision to subordinate water distribution installation and maintenance ~~or sewer collection system maintenance~~ personnel.

ESSENTIAL DUTIES

Provides work guidance to a crew of semi-skilled and unskilled workers, and personally participates in installing and maintaining water lines, mains, water service connections, meters, valves, and other related facilities.

Organizes the activities of workers engaged in a wide variety of maintenance operations, including maintenance of water supply and distribution lines and facilities, operating valves on the water distribution system, flushing mains and regulating flow of water, as directed.-

Determines that work is done properly and expeditiously.-

iInstalls lines from water mains to property lines, digging trenches, pushing pipes, tapping, inter-main lines, and back-filling trenches.

Ensures maintenance and repairs are completed as quickly as possible when water is shut off, in order to minimize disruption to customers.

Marks and telephones Underground Service Alert (USA) for location of all utilities within work area.

Makes initial investigations into complaints involving water leaks, poor pressure, no water, holes in sidewalk or street, and determines actions necessary for immediate repairs.

Inspects, cleans, disinfects and flushes water lines.

Performs leak detection activities and repairs leaks in lines and mains.

Works from sketches and plans.

~~Cleans water lines and repairs leaks in lines and mains,~~ Operates automotive construction equipment and trains crew members in the use of such equipment.

Operates light power equipment, including but not limited to, such as compressors, and jackhammers, tampers and concrete saws.

Picks up, ~~unloads~~unloads, and delivers materials and supplies.

~~Performs heavy physical labor.~~ Performs related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic mathematics

Construction and maintenance materials, methods and terminology.

Occupational hazards and standard safety procedures.

Procedures and safe handling of non-commercial chemicals, sprays and poisons.

~~B~~The basic materials, methods, and terminology, including water disinfection processes, used in the installation and maintenance of water lines, mains, and related facilities.

~~O~~The operation and use of ~~the~~ light and moderately heavy automotive or other power-driven equipment used in ~~performing skilled construction and maintenance work~~the installation, maintenance and repair of water lines.

~~The use,~~Uses, purposes, and maintenance of hand tools.

The capacity and limitations of personnel and equipment.

Ability to:

Perform a variety of skilled and semi-skilled tasks in water service repair and ~~in~~ installation work.

Operate skillfully a variety of light and moderately heavy mechanical equipment.

Use hand and power tools.

Supervise the activities of a small utility crew or work independently without supervision.

Follow verbal and written directions and work from sketches or drawings; read engineering grades and field print plans pertaining to the water system; read water and sewer maps.

Perform heavy physical labor for an extended period of time.

Work alone or as a member of a team.

Work with diverse groups of people.

Keep accurate records of time and work performed, equipment and materials used or recovered, and exact locations of installations.

Communicate with the public in a professional manner.

Instruct and teach co-workers.

Use asset management systems and other related programs.

Maintain and use a main pipe and gate valve record book consisting of detailed drawings of the main pipe and gate valve system.

Respond to complaints or emergencies in connection with the use, operations and maintenance of the water distribution system; promptly observe and determine course of action; determine location

of valves; implement actions to restore service in a timely manner.

Read engineering grades and field print plans pertaining to the water system.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: ~~Two-Three~~ (23) years of experience in construction or maintenance work including one (1) year in the installation and maintenance of pipelines or similar facilities.

Education: Equivalent to completion of the twelfth (12th) grade.

LICENSES AND CERTIFICATIONS

License: ~~-Possess upon appointment, a D-2 Water Distribution Certificate from the California State Water Resources Control Board.~~ At the time of appointment and on a continual basis, must possess a Class B California Driver's License with tanker endorsement. Depending upon assignment, a valid Class A California Driver's License may be required.

DEPARTMENT OF TRANSPORTATION (DOT) REQUIREMENTS

Upon receipt of any license other than a Class C California Driver's License, incumbents may be called upon, at any time, to perform safety sensitive functions, and therefore, may be subject to the Federal Highway Administration DOT regulations and the City's policy concerning drug and alcohol testing as a condition of employment with the City.

SPECIAL REQUIREMENTS

Must be willing and able to work scheduled and emergency overtime and be available on call as required; must wear a uniform and protective clothing; must meet requirements to use appropriate safety devices and/or equipment, which may include a self-contained breathing apparatus; may be required to serve as an authorized Disaster Service Worker during a time of an emergency; must be able to respond to standby calls.

City of Hayward

Utility Leader (~~econtinued~~)- Water

Page 5 of 5

Essential duties require the mental and/or physical ability to: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; work in confined workspaces and be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, sewer fumes, dust, mechanical and electrical hazards, and odorous environments; frequently kneel, stoop, crouch, squat, climb, twist, and handle equipment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 75 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable ~~aeecommodation~~ accommodation.

PROBATIONARY PERIOD: One (1) Year

374CS94M840 Utility Leader - Water

1958

Revised March 1994

Revised December 2013

Revised December 2022 March 14, 2024

AAP GROUP:

FLSA STATUS:

FPPC STATUS: