

## CITY OF HAYWARD

SENIOR UTILITY LEADER - WATERDEFINITION

Under general supervision, supervises one or more crews performing work in the installation and maintenance of water system lines, meters and associated equipment and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level position in the Utility Worker series. This position is designated as the “Shift Operator” for water distribution in the City of Hayward. This class is distinguished from the lower level class of Utility Leader by the requirement to provide working lead supervision to one or more crews or functional work unit involved in water distribution system. Work assignments may be of a general nature requiring the exercise of judgement and initiative in the independent planning, scheduling and prompt completion of work. Incumbents are expected to resolve most work problems with only occasional recourse to supervisors and are expected to exercise effective supervision over subordinate personnel; a Senior Utility Leader may also be responsible for performing duties required of subordinates.

SUPERVISION RECEIVED

Receives general supervision from the Utilities Field Services Supervisor or other management or supervisory personnel.

SUPERVISION EXERCISED

Provides working lead supervision to subordinate water maintenance personnel.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Directs and participates in the work of shop and field crews involved in the installation and maintenance of water mains; installation maintenance and removal of water meters.

Trains subordinates in the operation of a wide variety of light and moderately heavy automotive construction and maintenance equipment and related hand and power tools.

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ESSENTIAL DUTIES (continued):

Performs or directs the performance of the more complex and skilled aspects of water system installation, maintenance, inspection and repair.

Exercises a relatively high degree of independent judgment in calculating materials, supplies and equipment needed for specific projects and activities to be accomplished by subordinate crews.

Assures that daily work assignments are completed; maintains records of work activity and job costs; generates daily reports and communicates with regulatory committees; enforces safety regulations; performs heavy physical labor; and may be required to act for the Utilities Field Services Supervisor in the latter's absence.

Verifies that all information on work orders and improvement drawings correspond.

Marks and telephones Underground Service Alert for location of all utilities within work area (installations, fire hydrants, main breaks, etc.).

Makes appointments with customers in response to complaints or inquires.

Participates in the short and long range planning and scheduling of specific activities to be accomplished by crews under his or her supervision and sees to the prompt and efficient completion of the work.

Supervises valve crews, hydrant crew, marking and location of mains.

Works with Construction Inspectors and other public agencies.

Provides field checks for all new water related installations, and evaluate leaks in water system.

Locates and coordinates with contractors and customers on all new water service installations; adjust service installations and locations when conflicts occur with other utilities.

Makes recommendations for installation changes at the work site.

Coordinates site finals with Construction Inspectors.

May be required to assist with utilities system and sewer main repairs.

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### JOB RELATED AND ESSENTIAL QUALIFICATIONS

#### Knowledge of:

Principles and practices of water distribution systems.

Applicable Federal, State, and local rules and regulations for disinfection of water distribution systems.

Safety regulations and procedures pertaining to the work, including underground construction.

The operation and limitation of heavy construction equipment.

Laws and safety regulations governing the operation of heavy duty trucks and the transportation of heavy construction equipment.

General plumbing and the identification, use and operation of common hand and power tools.

Basic mathematics related to water and underground construction.

Basic English language.

Hayward water system, or similar system.

Basic hydraulics.

#### Ability to:

Perform complex water distribution system maintenance duties.

Use good judgement, learn quickly and retain knowledge, meet deadlines, and perform heavy physical labor.

Communicate with contractors, supervisors, co-workers, and subordinates and to deal effectively with personnel in other city departments and the public.

Give and take oral and written directions, schedule work assignments and keep legible records of estimated job costs.

Train and evaluate job performance of subordinates and to work effectively with a variety of people.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Keep accurate records and make oral or written reports of work completed, unusual incidents or dangerous conditions.

Operate modern office equipment including computer equipment and related software, including but not limited to, Microsoft Office applications, NexGen, Munis, ESS, etc.

Read grade stakes, cut sheets, improvement drawings and City Water Maps.

Communicate clearly and concisely, both oral and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education 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 (2) years of experience performing journey level duties in construction or maintenance work involving water systems. One (1) year of supervisory experience as a lead person or above is desirable.

Education: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Licenses and Certificates: ~~- Possess upon At the time of appointment and on a continual basis, must possess a valid Class BC California Driver's License with a .- Depending upon assignment, a Class B California Driver License and~~ Tanker Endorsement or a Class A Driver License may be required.

~~Ability to possess and maintain~~ Possess upon appointment, a D-3 certification from the California State Water Resources Control Board. ~~Obtain a California Department of Public Health D-3 Water Distribution Certificate within twelve (12) months from the date of appointment, within two (2) testing cycles from the date of hire.~~

SPECIAL REQUIREMENTS

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; be available for stand-by and emergency water main breaks; work in

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SPECIAL REQUIREMENTS (continued):

underground or 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 accommodation.

PROBATIONARY PERIOD: One (1) Year

377CS94

May 1969

Revised June 1996

Revised September 2015

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AAP GROUP: 18

FLSA STATUS: Non-Exempt

FPPC STATUS: Non-Designated