

## CITY OF HAYWARD

UTILITY LEADER – SEWERDEFINITION

Under general supervision of the Wastewater Collections Systems Supervisor, performs and directs Utility Workers -Sewer in a variety of semi-skilled and skilled duties in the installation and maintenance of water and sewer lines and facilities; supervises and participates in the work of a utility crew; does related work as required.

DISTINGUISHING CHARACTERISTICS

~~Positions in this classification are~~ distinguished from ~~those in the~~ lower classification of Utility Worker-Sewer, in that the Utility Leader-Sewer performs the highly skilled and complex assignments and often work independently or supervises a crew in a lead capacity; however, a Utility Leader may also be required to perform duties similar to those performed by the Utility Worker-Sewer. The duties assigned to ~~positions incumbents~~ in this classification require ~~that incumbents exercise~~ independent judgment and initiative.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Sewer Collections Senior Utility Leader and management personnel; ~~and provides working lead supervision to subordinate water maintenance or sewer maintenance personnel.~~

SUPERVISION EXERCISED

Provides working lead supervision to subordinate water maintenance or sewer maintenance personnel. Exercises technical and functional supervision over Utility Worker- Sewer.

DISTINGUISHING CHARACTERISTICS

~~Positions in this classification are distinguished from those in the subordinate classification of Utility Worker Sewer, in that the Utility Leader Sewer performs the more highly skilled and complex assignments and often work independently or supervises a crew in a leadperson capacity; however, a Utility Leader may also be required to perform duties similar to those performed by the Utility Worker Sewer. The duties assigned to positions in this classification require that incumbents exercise independent judgment and initiative.~~

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to the following:

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~~Provides work guidance to a crew of semi-skilled and unskilled workers, and personally participates in installing and maintaining water lines, mains, and related facilities; determines that work is done properly and expeditiously, installs lines from water mains to property lines, digging trenches, pushing pipes, tapping, inter-main lines, and back-filling trenches; 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 such as compressors and jackhammers; performs heavy physical labor.~~

Lead crews in the installation, cleaning and repair of sanitary sewer lines and other related facilities.

Cuts, threads and assembles pipes.

Safely and effectively operate and is responsible for the maintenance and proper operation of specialized equipment at work sites in transit to and from work sites including loader, backhoes, hydro/combo flushers and Closed Circuit Television (CCTV) equipment.

Maintain and repair sewer pipes of various sizes.

Perform emergency work on sewer lines.

ESSENTIAL DUTIES (continued):

Ensure that the equipment and tools assigned to crews are maintained and in good working order.

Repair high pressure hoses.

Inspect sewer collection lines for stoppages or damage.

Perform CCTV inspection of sewer lines for routine preventative maintenance and to locate and schedule portions of the City's sewer lines for cleaning, repair, or replacement.

Maintain accurate records of crew's cleaning and service response activities.

Test and monitor manholes or confined spaces for dangerous gases and use proper safety precautions when entering confined or underground areas.

Set up traffic safe control at work sites.

Keep clear, concise written records.

Uses pipe locator for tracing pipes underground.

Mark locations of underground sewer main lines as related to USA (underground service alert) notifications as assigned.

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Keep the supervisor informed of the status of work projects, provide advice, and suggest viable solutions to problems

Observe manhole covers for overflow, rattling and odor conditions while driving to and from work assignments.

Communicate effectively with residents and members of the public.

Maintains assigned equipment.

Assist in the training of Laborers and Utility Workers - (Sewer)

Perform related work as necessary.

## JOB RELATED AND ESENTIAL QUALIFICATIONS

### QUALIFICATIONS

#### Knowledge of:

~~The basic materials, methods and terminology used in the installation and maintenance of water lines, mains, and related facilities. The operation and use of the light and moderately heavy power-driven equipment used in performing skilled construction and maintenance work. The use, purposes, and maintenance of hand tools. The capacity and limitations of personnel and equipment.~~

#### Knowledge of:

### JOB RELATED AND ESENTIAL QUALIFICATIONS (continued):

#### Knowledge of:

Basic methods, materials and equipment used in laying or repairing pipe connections and clearing stoppages.

Operation and use of light and moderately heavy automotive or other power-driven equipment used in the installation, maintenance and repair of sewer lines.

The use, maintenance and how to store hand tools.

Proper handling of sewer overflow.-

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Ability to:

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

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

Use hand power tools.

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

Understand and follow verbal and written directions and work from sketches or drawings. ~~and work from sketches or drawings. Perform heavy physical labor. Instruct and teach co-workers. Read engineering grades and field print plans pertaining to the water system.~~

Follow established safety procedures.

Work with diverse groups of people.

Work alone or as a member of a team.

Operate skillfully a variety of light and moderately heavy power-driven equipment.

Supervise the activities of a small utility crew.

Instruct and teach co-workers.

Communicate effectively with members of the public.

Perform ~~heavy~~substantial physical labor.

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

Read sewer and storm drain maps.

## EXPERIENCE AND TRAINING

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:

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Experience: \_

— Two (2) years of experience in construction and ~~or~~ maintenance ~~work including one year in the installation and maintenance of pipelines or similar~~ of sewer facilities.

Education and Training:

— Equivalent to completion of the twelfth grade.

Licenses and Certificates: ~~ICENSE~~

~~Possess upon appointment a valid~~ Possession and maintenance of a Class B California Driver's License and Tanker Endorsement or . ~~Depending upon assignment,~~ a Class A Driver's License may be required. Possession of a California Water Environment Association Collections Systems Maintenance Grade II certificate is required within 12 months of appointment.

## 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; 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 accommodation.

PROBATIONARY PERIOD: One (1) Year

374CS94

1958

Revised October 29, 2020

Revised March 1994

~~AAP GROUP:~~

FLSA STATUS: Non-Designated

FPPC STATUS: Non-Exempt~~S:~~

MLC/nk