



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Collections Systems Utility Crew Leader
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### **GENERAL PURPOSE**

Under direction, plans, leads, coordinates, assigns, inspects and participates in the work of crews engaged in the construction, installation, servicing, repair and maintenance of the District's collection and transmission of wastewater; operates light-, medium-, and heavy-duty motorized equipment; assists other departments with specialized equipment needs; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced-level classification in the Collections Systems Utility Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient delivery of services. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Positions in this class are distinguished from the Wastewater Collection Supervisor in that the latter is a full supervisory-level class with accountability and ongoing decision-making responsibilities associated with the work.

Employee in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Wastewater Collection Supervisor. Exercises technical and functional direction over and provides training to lower level staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Plans, leads, assigns, coordinates, inspects and participates in the work of personnel engaged in the construction, installation, repair and maintenance of wastewater collection related systems and facilities.
- Performs a wide variety of advanced journey-level construction, maintenance, inspection, and repair tasks to wastewater collection related systems and facilities involving steel, concrete, and other building materials.
- Assembles, disassembles, installs, cleans, repairs and pressure-tests all types of valves utilized by the District.
- Operates, inspects, services and makes minor adjustments to light-, medium-, and heavy-duty equipment.
- Checks condition of equipment; cleans and maintains tools and equipment used in the field and shops.
- Inspects and evaluates work being performed; identifies problem areas and directs remedial action to be taken.
- Assists division supervisors in visually evaluating job sites and determining maintenance needs; receives job assignments from the supervisor and assists in determining equipment, personnel and material needs; may act as supervisor in the supervisor's absence.
- Works closely with the maintenance scheduler ordering materials and supplies and planning and implementing a preventative maintenance program.
- Sets up a job site, including proper positioning of equipment, materials, barriers and traffic-control devices, ensuring the use of appropriate safety rules, equipment and proper work technique.
- Performs work in confined spaces, utilizing safety policies and procedures; develop permit required confined space entry plan.
- Locates and repairs leaks in the District's wastewater collection system.
- Operates heavy equipment such as trucks, vacuum trucks, skip loaders, backhoes, trenchers, motor graders, dozers, compressors, tapping machines, concrete saws, valve machines, jackhammers, pipe cutters, concrete saws, and a wide variety of other hand, hydraulic, and power equipment.
- Prepares reports and keeps a variety of records.

- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Methods and techniques of the construction, repair and maintenance of water and waste water collection services, mains and related systems and facilities.
- Principles of providing functional direction and training.
- Operational characteristics of specialized video equipment used to inspect and determine the condition and maintenance needs of sewer lines.
- Uniform traffic control devices/watch manual.
- Permit-required Confined Space Entry.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Methods and techniques of performing field and shop welding duties.
- Pipefitting methods and techniques.
- Methods and techniques of concrete finishing.
- Principles and practices of recordkeeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Read plan and profile drawings/blueprints.
- Perform arc and electric welding and metal cutting.
- Identify exposed underground utilities.
- Analyze complex maintenance problems, evaluate alternatives and recommend or adopt effective courses of action.
- Develop and implement work standards.
- Exercise independent judgment and initiative within established guidelines.
- Train others in work processes and procedures.

- Prepare clear and concise records, reports and other written materials.
- Properly and safely operate light-, medium-, and heavy-duty construction equipment and motorized vehicles.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effective use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Three (3) years of progressively responsible experience in water distribution or wastewater collection system maintenance, repair and construction.

Education:

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

Licenses/Certifications:

- A valid California driver's license, Class A with appropriate endorsements, and the ability to maintain insurability under the District's Vehicle Insurance Policy. All District employees required to possess a valid Class A driver's license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.
- Grade I CWEA Collection Systems Maintenance Certification; Grade II CWEA Collection Systems Maintenance Certification is desirable.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 60 pounds, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants and vermin, insects, and parasites. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Collection Systems Utility Crew Leader. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_