

WATER DISTRIBUTION CREW LEADER

JOB DESCRIPTION

Classification Responsibilities: A Water Distribution Crew Leader provides on-site supervision to a work crew engaged in the installation, construction, maintenance and repair of the City's water mains, services, valves, and fire hydrants and wastewater services and mains. An employee in this class may function as an equipment operator on a crew. Incumbents are responsible for ensuring that the job is completed efficiently, effectively, and that the quantity and quality of work conforms with established guidelines and procedures. Employees in this class respond to emergency calls as required. Work requires the Water Distribution Crew Leader to perform the same physical duties as defined in the classification specification for Field Worker I/II. This class performs related duties as required.

Distinguishing Features: The Water Distribution Crew Leader is distinguished by the responsibility for overseeing a crew installing, constructing, maintaining, and repairing water mains, water valves, water services, fire hydrants, and wastewater gravity and force mains, and services. The Water Distribution Crew Leader is expected to exercise considerable initiative and independent judgment to ensure the safety of the crew and the general public, as well as the effective and efficient utilization of all equipment, materials, supplies, and personnel assigned for each work project. Working in deep trenches and near heavy traffic poses frequent safety problems. Job hazards include working around energized power lines, pressurized natural gas lines, high-pressure and large diameter water mains, and sewers under all weather conditions. Employees in this class are required to use and ensure the use of appropriate safety equipment as well as to follow and ensure the following of safety procedures at the job site. This class is subject to frequent emergency call-out, and must be willing to work overtime and scheduled stand-by as required. Incumbents may be assigned to a shift that includes nights, weekends, and holidays. This class is distinguished from other crewmembers by having lead responsibilities, including providing performance information of the other crewmembers to the Water Distribution Field Supervisor. This class is distinguished from the Water Distribution Field Supervisor class by the latter's responsibility for overseeing several crews, planning and coordination of multiple projects and having full supervisory responsibilities over the crews. Incumbents in the Water/Wastewater Field Supervisor class are supervised by a Water/Wastewater Field Supervisor through observation of work-in-progress, evaluation of results achieved, conferences, and reports regarding problems encountered. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to a minimum of five years full-time work experience in the construction, maintenance, and/or repair of underground utility systems. Two years experience as a heavy equipment operator (examples include crane, trencher, backhoe, front loader, etc.); **OR** two years full-time work experience with the City of Mesa as a Water Distribution Equipment Operator.

Special Requirements. Must possess a valid Arizona Class A Commercial Driver's License (CDL) by hire or promotion date. Must possess a Grade I Water Distribution Operator Certification from Arizona Department of Environmental Quality (ADEQ) by application date. Must meet the qualifications to

wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

Substance Abuse Testing. This class is subject to Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 CFR Part 382.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Prepares clear, concise written reports (example: crew timesheets, vehicle mileage and usage reports, and other paperwork required to describe and document work completed and its associated costs), and expedites water main shut-downs for tie-ins or repair of leaks. Notifies customers of nature, duration, and cause of water service interruptions. Answers questions and resolves customer complaints referred by crewmembers. Reports problems with equipment to Fleet Support Services for service, repair, or replacement. Leads, instructs, and mentors crewmembers regarding utility system installation, operations, and maintenance. Submits any water system quarter section discrepancies to supervisor for correction. Uses radio to communicate valve shutdowns to Utility Control Room.

Manual/Physical: Lifts and carries heavy (50 - 70 pounds or more) equipment and materials needed to carry out assignments using assistive devices (example: cart, power winches, rigging equipment, etc.). Works with pesticides, spray marking paints, cleaning fluids, chemicals polyvinylchloride (PVC) pipe cleaner, glue, and mastic pipe sealant using normal protective equipment. Works in confined spaces and at depths of ten feet or more under a wide range of weather conditions. Operates power-driven machinery such as: jackhammer, tamper, boring machines, and tapping machines. Operates a motor vehicle or equipment such as: a dump truck, crew truck with trailer carrying backhoe, various ½- and ¾-ton, or larger trucks, etc., requiring a valid Arizona Class A CDL to service and maintain the City's water and wastewater systems. Digs up ground using a backhoe, shovel, air spade, jackhammer, sharp shooter, air tools, or other tools to service and maintain the City's Water and Wastewater Systems. Moves objects, tools, and equipment (up to 75 pounds) for distances of up to 50 feet to load/unload and place equipment/material at job site. Moves material dirt and gravel using front loader or backhoe from one place to another. Backfills and compacts holes and trenches. Enters sewer and water meter vaults as necessary. Inspects crew trucks on a daily basis to ensure that all equipment is in safe operating condition. Determines appropriate placement of barricades and traffic cones in order to safely reroute traffic away from the work area using traffic safety control procedures and practices. For crew leader assigned to valve maintenance: operates specialized valve turning equipment. Inspects and monitors work-related conditions to determine compliance with prescribed operating and safety standards regarding maintenance for water. Meets scheduling and attendance requirements.

Mental: Assesses individual crewmember's work performance to conduct fair, equitable, and job-related performance evaluations as required. Assesses project site conditions and quarter section information to efficiently and safely complete a repair project. Outlines work assignments, prioritizes, and assigns tasks to crewmembers in a way that ensures efficient and effective utilization of manpower and equipment on site. Facilitates timely completion of assignments. Interprets blueprints or plat books, construction as-builts, in order to perform maintenance on the City's water system. Prepares pavement repair tickets for permanent repairs of City streets and sidewalks. Ensures that an adequate inventory of

materials and supplies are available to complete daily assignments. Monitors activities of individual crewmembers to ensure that work is completed properly and in conformance with established safety practices. Learns job-related material through on-the-job training regarding valve maintenance.

Knowledge/Skills/Abilities:

Knowledge of:

the general procedures and guidelines for installing, maintaining, and repairing public water systems; the safety hazards, procedures and equipment used when working on or near underground utility lines; the materials, supplies, tools, and equipment needed for the installation, maintenance, and repair of water and wastewater lines; considerable experience operating backhoe and related excavation equipment operation; traffic control procedures and practices utilizing barricades and traffic cones; and basic principles and practices of employee supervision and training.

Skills in:

the care and operation of equipment used for the installation, maintenance, and repair of water and wastewater lines (example: backhoe, front-end loader, etc.); and the care and use of a variety of tools used to install, maintain, and repair water and wastewater lines.

Ability to:

assess and control emergency maintenance situations; update water valve database using field laptops; participate in all aspects of construction, maintenance, and repair of the City's water system and repair of wastewater mains and services; and establish and maintain effective working relationships with supervisors, coworkers, contractors, the general public, etc.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Special Requirements 6/16

LW/st/th

CS4344.DOCX

PAY GRADE: 45

EEO-S/M

IND-7520

JOB FCTN-TEC

SWORN-No

INCREMENTS 54-200