

WATER RESOURCES CONSTRUCTION EQUIPMENT/SUPPLY SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Water Resources Construction Equipment/Supply Specialist is involved in a variety of activities directed toward supplying work crews with the equipment and materials needed in the construction, maintenance, and repair of the City's water and wastewater system. Incumbents are responsible for purchasing, maintaining, and inventorying adequate levels of equipment, supplies, and materials. Incumbents deliver this equipment and material to construction sites, and are also responsible for maintaining and repairing equipment. Water Resources Construction Equipment/Supply Specialists plan, organize, and coordinate vehicles and equipment scheduled for repair or preventative maintenance service. This class is responsible for performing related duties as required.

Distinguishing Features: The Water Resources Construction Equipment/Supply Specialist is distinguished from other classes by its responsibility for obtaining and maintaining specialized tools and equipment used in water utility construction, and for performing equipment maintenance and repair of tools and equipment. Computer resources utilized include Excel, Access, Word, Microsoft Outlook, Customer Information System (CIS), and Computer Maintenance Management System (CMMS). An employee in this class is required to use appropriate safety equipment and follow safety procedures in performing assignments. This class is subject to emergency call-out and must be willing to work overtime. This class reports to the Water/Wastewater Field Supervisor who reviews work through meetings, conferences, and results achieved. 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 education, training, and experience equivalent to a minimum of two years' full-time employment in underground or utility-related construction work (water, sewer), **OR** six months of full-time employment with the City of Mesa as a Field Worker II.

Special Requirements. Must possess a valid Arizona Class A Commercial Driver's License (CDL) with tanker endorsement by hire date. Must possess a Grade I (or higher) Water Distribution System Operator or Wastewater Collection System Operator certification from Arizona Department of Environmental Quality (ADEQ) or equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within three (3) months of hire or promotion.

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 Code of Federal Regulations (CFR) Part 382.

Preferred/Desirable Qualifications. Experience with a public or private utility system and knowledge of purchasing procedures is desirable. Personal Computer (PC) experience is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, or vendors in order to explain, interpret, and obtain proper items necessary to the functioning of field crews in their daily work. Prepares mileage, time, and route sheets in order to convey daily activities during delivery of items.

Manual/Physical: Operates a motor vehicle (example: crane truck, one-ton pickup, flatbed trailer truck) requiring a standard Arizona Class A CDL to transport material to and from construction job sites, and to pick up and deliver steel plates used to cover holes in the streets. Operates a backhoe/frontloader, forklift, and a variety of power-driven machinery, jackhammer, tamper, cutoff saw, air motors, water pumps, boring tools, box-end wrenches, Allen wrenches, and small engine repair tools to repair and maintain equipment utilized by utility construction crews. Moves objects that weigh up to 75 pounds or more for distances of 20 feet or more to load and unload equipment with the assistance of a hand cart or other equipment. This daily job duty is a vital function of the position responsibilities. Loads requested power and hand tools, equipment, and requested materials on a truck, and drives to the job site to provide delivery or pick up. Cleans work area, field/shop equipment, and tools. Works with cleaning fluids such as parts cleaner for engine equipment using normal protective equipment to prevent accidental spills and reduce exposure to self. Installs and/or replaces filters, belts, hand tampers, and drive belts. Prepares boxed material for mailing to vendors for repair. Performs physical inventories of steel bellhole plates and barricades. Inspects objects such as shop tools and/or equipment to determine if equipment is safe and useable for field crews. Checks special tools and equipment in and out of the supply room. Delivers tools, equipment, and materials to job sites to facilitate job completions. Drives or tows medium construction equipment to appropriate sites when needed. Makes minor repairs to tools and equipment. Installs, maintains, and repairs water and sewer lines when needed. Detects traffic sounds and backup warning devices when working around moving traffic or equipment when making deliveries to crews on busy streets. Meets scheduling and attendance requirements.

Mental: Requisitions supplies and materials needed to stock supply room and/or shop area. Maintains an adequate inventory of supplies and materials used in construction, maintenance, and repair of the City's water and sewer lines. Records data including names of equipment, tools, or materials delivered, job site location, and crew leader for inventory system. Plans, prioritizes, and organizes daily activities so as to minimize redundant travel requests and expedite deliveries. Coordinates with other City departments such as streets and water supply areas to secure necessary equipment. Learns job-related material in a classroom setting regarding safety.

Knowledge and Abilities:

Knowledge of:

general procedures for installing, maintaining, and repairing water and sewer services;
the safety equipment and procedures used when working on and around various utility lines;
the tools, equipment, materials, and supplies needed for installing, maintaining, and repairing water and sewer lines; and
basic backhoe/frontloader and related medium/heavy construction equipment operation procedures.

Ability to:

requisition supplies and materials needed to stock supply room and shop area;
maintain an adequate inventory of supplies and materials generally used in the construction, maintenance, and repair of the City's water and sewer lines;
check special tools and equipment in and out of the supply room;
deliver tools, equipment, and materials to job sites to facilitate job completion by driving or towing needed medium construction equipment or loading requested power and hand tools, equipment, and requested materials on a truck and driving the requested tools, equipment, and materials to the job site;
operate a crane truck to pick up and deliver construction supply materials and steel plates used to cover holes in the streets;
maintain shop and supply area in a neat and orderly fashion to facilitate inventory control and easy location of needed tools, equipment, and materials;
make minor repairs to tools and equipment;
determine equipment, materials, and tools needed to complete a project;
follow established procedures for installing, maintaining, and repairing water and sewer lines;
use a variety of hand tools to install, maintain, and repair water and sewer lines;
operate a variety of light- to medium-construction equipment used to install, maintain, or repair water and sewer lines;
lift and carry heavy (50 - 75 pounds or more) equipment and materials; and
interact with coworkers, contractors, and the general public to establish and maintain effective working relationships.

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.

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MZ/sb/js

CS4212.DOCX

EEO-S/M

JOB FCTN-TEC

Non-DOT Safety and Security-N

CDL-Y

RESP-N

PAY GRADE: 47

IND-7520

SWORN-N

Non-DOT Random-N

DOT-Y

INCREMENTS 82-200