

IRRIGATION/METER MAINTENANCE CREW LEADER

JOB DESCRIPTION

Classification Responsibilities: An Irrigation/Meter Maintenance Crew Leader provides lead supervision over Meter Maintenance/Irrigation Technicians and participates in the day-to-day work activities such as: cleanout of meter boxes; vegetation trimming around gas, electric, and water meters for easy access; and locking off water meter valves. Lead responsibilities include: training technicians, scheduling, coordinating, and inspecting all irrigation activities in the City's irrigation service; identifying, locating, and marking the location of City of Mesa irrigation utilities in order to minimize accidental damage or disruption of service due to construction; and delegating and ensuring tasks are completed efficiently, effectively, and that the quantity and quality of work conforms with established guidelines and procedures. Other duties include detection and reporting atypical conditions such as: damaged, malfunctioning, and tampered meters; and detecting and reporting leaks, exposed wiring, and other safety hazards. Maintains effective communication with coworkers, City employees, and the general public. Work requires the Irrigation/Meter Maintenance Crew Leader to perform the same physical duties as defined in the classification specification for Meter Maintenance/ Irrigation Technician. This class performs related duties as required.

Distinguishing Features: The Irrigation/Meter Maintenance Crew Leader is distinguished from the Meter Maintenance/Irrigation Technicians by its lead supervisory responsibilities over Meter Maintenance/Irrigation Technicians. Work requires overseeing a crew installing, constructing, maintaining, and repairing mains, valves, and services included with the City of Mesa's flood irrigation area. The incumbent 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. 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. A significant element of this position is the contact with the general public, contractors, and developers. An employee in this class is required to use appropriate safety equipment and follow safety procedures in performing assignments. This class receives general direction from a Field Supervisor - Customer Service Operations through occasional inspection of work, reports, and meetings regarding 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 training, education, and experience equivalent to graduation from high school or GED. A minimum of two years' full-time employment operating, maintaining, and repairing irrigation systems.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must obtain an Arizona Department of Public Safety (DPS) Fingerprint Clearance Card within six (6) months of hire or promotion date and must maintain clearance throughout employment.

Preferred/Desirable Qualifications. Supervisory or lead experience is highly desirable. Computer experience including data entry (Access or other database system), Customer Information Systems (CIS), and spreadsheets (Excel) is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates the scheduling, assignment, and review of the work of employees to ensure shift assignments for water delivery. Trains and instructs subordinate employees on irrigation system operation, maintenance, repair techniques, and safety concerns. Effectively communicates with the general public, contractors, other City employees, subordinates, and other utility officials in answering questions pertaining to billing inquiries, water schedules, service quality, cancellations, etc. Advises Salt River Project (SRP) of the volume of water needed and changes in starting and stopping irrigation runs. Prepares correspondence in order to advise SRP of the volume of water needed and changes in starting and stopping irrigation runs. Maintains records of dates, times, and duration of irrigation runs. Responds to irrigation leak complaints and is responsible for the monitoring, recording, and prioritizing their severity.

Manual/Physical: Operates a half-ton pickup truck requiring a standard Class D Arizona Driver's License when delivering irrigation and performing maintenance work. Operates jackhammers, tampers, and concrete cutters to remove sidewalks and driveways, and tamp backfills upon completion. Uses hand and power tools to install and repair irrigation lines. Cleans debris from tap boxes, ditches, and conduits. Installs and applies mastic to gates and valves. Opens and closes gates and valves. Maintains, repairs, and constructs new irrigation lines. Lays new or replaces broken or defective concrete irrigation pipes, and seals pipe joints with mortar. "Blue Stakes" irrigation lines requested through Arizona 811. Determines water leaks in the pipeline network. Measures distances using a tape measure to mark wood, metal, and pipe to be cut or laid. Moves light (under 20 pounds) to heavy (over 50 pounds using a cart or other aid to assist with the lifting) objects for short distances of 20 feet or less. Digs up ground for ditches and holes to lay new pipe or repair existing pipe. Cleans out water meter boxes of debris and dirt, meter registers, and otherwise improve accessibility to meters. Accurately reads all types and sizes of water meters. Replaces water meter boxes and lids: raises and lowers water meter boxes weighing up to 80 pounds (assistance by another individual would be provided) to customer specifications. Works in a variety of weather conditions. Detects traffic sounds when working near moving traffic. Detects backup warning devices when working near moving equipment. Inspects new irrigation lines, equipment, and vehicles. Identifies SRP line, gate, and valve numbers to be opened or closed to provide water to the appropriate segments of the City's irrigation system. Meets scheduling and attendance requirements.

Mental: Prioritizes and assigns work to subordinate personnel. Reviews the work of others to ensure conformance to division standards. Supervises and evaluates the work of subordinate employees. Estimates labor and materials from work plans in order to plan work schedules. Learns job-related material through on-the-job training regarding safety, supervision, and management.

Knowledge and Abilities:

Knowledge of:

irrigation system and equipment maintenance and repair procedures;
the location of the City's irrigation lines and services;

the principles and practices of irrigation system operation;
the job hazards and safety precautions associated with irrigation work;
the location of SRP irrigation valves, gates, and lines that supply the City's irrigation system; and
the basic principles, practices, and methods of employee supervision and training.

Ability to:

divert water to customer's property in specified volume for a predetermined length of time;
advise private contractors and SRP staff regarding irrigation line installation and construction and removal problems;
follow oral and written instructions; and
establish and maintain effective working relationships with management, subordinate employees, other City employees, representatives from SRP, engineers, contractors, and the general public.

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 this job change.

New 1/25

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EEO-S/M

JOB FCTN-TRA

INCREMENTS 73-200

PAY RANGE: 43

IND-7520

SWORN-No