

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY LEAD WORKER

DATE: 314/2023

JOB CODE: 21846

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision, to lead, guide and participate fully in the work of an assigned crew engaged in water utility projects, meter testing, replacement, and installation work, and water utility trench excavation and pipeline repair work, personally performing the more difficult work of the crew; participate fully in the work of an assigned crew engaged in surface preparation and painting work; to operate power equipment; to train, instruct and correct the work of assigned crew members in the performance of specific tasks; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Water Utility Lead Worker is the working crew leader level in the Water Utility Worker series. Supervision is received from the Water Utility Supervisor. Incumbents routinely assign specific tasks to crew members at the job site and train, instruct, and correct the work of crew members ensuring that accepted work and safety methods are practiced. Incumbents lead and perform a broad range of routine to very complex level duties requiring advanced journey-level expertise in three or more of the following areas: the construction mechanic trade; the construction and maintenance of pipelines and water services; the testing, replacement, and installation of water meters ranging in size up to 78 inches in diameter; and in accurately diagnosing and resolving water service problems. Incumbents are expected to use sound and independent judgment in carrying out job assignments and may serve in the absence of the Water Utility Supervisor.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

All Assignments:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Guide, check, monitor, inspect and report on the work of a crew engaged in one of the following areas, depending on assignment: construction and maintenance of various utility projects, meter repair work, and/or water utility trench excavation and pipeline repair work;

- Assign specific tasks to crew members at the job site;
- Train, instruct and correct the work of crew members, ensuring that accepted work and safety methods are practices;
- Leads and performs construction and fabrication of various utility water projects including footings, foundations, slabs, floors, frames, sidings, trenches, ditches, roads, metal sidings and roofs, mounts and enclosures;
- Ensure proper use of safety equipment; wears protective apparel;
- Lead and perform arduous labor in the construction and maintenance of various utility water projects;
- Operate Department vehicles and light and medium trucks; load and unload trucks;
- Operate a forklift, roller, cement mixer, compressor, jackhammer, concrete saw, sandblaster, drills and similar equipment and tools;
- Use hand and portable power tools; clean and maintain tools; maintain inventory of special tools;
- Clear work area of debris and rocks; excavate trenches; dig trenches with hand tools; dig, backfill and tamp trenches; perform hand grading and tamping; may disc fields;
- Operate a pipe locator and pipe threading machine; cut pipes using power saws; lay pipe to grade;
- Isolate, make repairs, or replace inoperative sections of piping;
- Mix, pour and finish concrete;
- Lay, temporary asphalt;
- Operate light tractors skip loaders, and backhoes;
- Where appropriately certified, safely and legally operate crane equipment/vehicles;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA);
- May take the place of the Water Utility Supervisor in their absence;
- Perform related duties as required.

When Assigned to the Operations Section

In addition to all duties described above under “All Assignments”, the following are typical additional duties for a Water Utility Lead Worker assigned to the Operations Section of Water Utility. Any single position may not perform all of the duties listed and/or may perform similar related duties not listed here:

- Set forms for thrust blocks; set shoring bars and equipment into place;
- Set mounting frames, bars and bolts;
- Install equipment onto mounts, including pumps, engines, motors, drive shafts, piping and electrical panels;
- Perform carpentry work; install drywall;

- Use mortar mixes in the erection of block walls from cinderblock; lay bricks;
- Paint surfaces, sometimes using specialized coating and epoxies; sandblast surfaces; manipulate compressed air hoses for paint sprayers to prevent obstructions while spraying; erect scaffolding;
- May perform gate valve and other large valve maintenance and repair;
- Lead and participate in grounds maintenance and landscaping duties including weed abatement and hedge and tree trimming;
- Lead and participate in the repair of sprinkler systems;
- Lead and participate in the operation of power generators;
- May lead and participate in solenoid, clay valve, booster pump, gate motor, chlorine station, well, and reservoir maintenance and repair;
- Perform related duties as required

When Assigned to the Distribution Section

In addition to all duties described above under “All Assignments”, the following are typical additional duties for a Water Utility Lead Worker assigned to the Distribution Section of Water Utility. Any single position may not perform all of the duties listed and/or may perform similar related duties not listed here:

- Oversee and participate in the Installation of large and small water meters;
- Test new and existing meters; make field tests of meters in place; exchange meters as appropriate;
- Maintain meter history and maintenance records;
- Perform meter checks as required; check meters for tampering; replace broken meter service valves; install pressure recorders;
- Assist in the installation, testing, and repair of Advanced Meter Infrastructure (AMI) endpoints;
- Lead and participates in the installation of meters and meter vaults;
- May repair fire hydrants;
- Operate a boom truck in hoisting and setting large pipe;
- Operate large meter testing truck;
- Facilities/building maintenance and repair; may perform plumbing installation and repair;
- Perform related duties as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- General principles of supervision;
- Principles of water distribution systems;
- Proper use of hand and portable power tools;
- Proper methods, materials, tools and equipment used in the repair of water meters;
- Methods of trench excavation, shoring and safety;
- Painting and the mixtures of paints;
- Equipment used in both brush and spray machine painting;
- Shop mathematics applicable to the painting trade;
- Methods of painting and sandblasting;
- Proper methods, materials, and tools used in the painting trade;
- Basic safety in working with tools;
- Basic mathematics;
- Verbal English to understand and be understood; written English to communicate in writing at an intermediate level;
- Appropriate safety precautions and procedures;
- Principles of operation of meters;
- Simple record keeping methods;
- Operating procedures of light to medium motorized equipment;
- Procedures and methods of water utility pipeline and equipment maintenance;
- Methods of pipeline repair and connections.
- Weed and fire abatement procedures;
- Current drought restrictions.

Ability to:

- Lead and direct the work of others;
- Assist in planning and scheduling work assignments; set priorities, train, evaluate, select and recommend discipline for subordinates;
- Understand and carry out oral and written instructions; read and write at an intermediate level;
- Establish and maintain effective relationships with those contacted in the course of work;
- Read, write and perform mathematical calculations at an intermediate level;

- Maintain records;
- Serve as supervisor in the absence of supervisor performing administrative functions including work orders, payroll, and construction orders;
- Work from blueprints, drawings, sketches, specifications, and technical manuals at an intermediate level;
- Use hand and portable power tools in moderately complex repair and construction projects;
- Take appropriate safety precautions in trench excavation;
- Perform heavy physical labor;
- Replace, maintain, repair, calibrate, and take accurate readings on water meters;
- Identify types of soil needing shoring;
- Use appropriate methods and procedures for water service disinfection;
- Locate, identify and determine causes and types of pipeline breaks;
- Troubleshoot moderately complex water service performance problems;
- Operate pneumatic and power equipment;
- Safely operate a gas welding and cutting torch;
- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Wear protective respiratory equipment to include SCBA and personal escape respirator;
- Operate specialized pipe connection tools and jigs;
- Operate crane truck for installation and removal of large meters;
- Operate a vehicle observing legal and defensive driving practices;
- Operate light to medium motorized equipment;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or GED/ equivalent,

And

Experience: Four (4) years of progressively responsible experience in water utility system construction, installation, maintenance or repair, and/or water meter installation, maintenance, service, and repair. Specific experience in operating motorized

construction equipment, pipefitting, welding and construction of concrete and wooden structures is highly desirable.

And

Certificates: Must have and maintain a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 certificate. Must submit a copy of the required SWRCB Water Distribution Operator Grade 2 certification at the time of application.

And

Possession of a valid California Class "A" commercial driver's license valid for the operation of both manual and automatic transmission vehicles/equipment with air brake endorsement, tanker endorsement, and valid Medical Examiner's Certificate appropriate for the equipment to be operated required upon application. Note: For out-of-state applicants, a valid driver's license is required and a valid California Class "A" commercial driver's license valid for the operation of both manual and automatic transmission vehicles/equipment with air brake endorsement, tanker endorsement, and valid Medical Examiner's Certificate appropriate for the equipment to be operated is required within ten (10) days of appointment (CA Vehicle Code 12505c).

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

Must be clean shaven or trimmed facial hair in order to properly use personal respirators and SCBA equipment. Must pass a respirator medical exam and be physically able to wear SCBA equipment. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment.

There may be additional special requirements, depending on assignment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. There is frequent need to stand, stoop, walk, crawl, climb, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools and mechanical and motorized equipment, to transport materials and supplies weighing up to 75 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Utility Lead Worker

To: Water Utility Supervisor

Job Description:

BOWC Approved:

12/13/2005

Rev Approved:

11/21/2006

6/22/2021

3/14/2023

Testing Standards: App Review/Supp App Review