



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.

Job title	Pipeline Construction 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, repair, and maintenance of mains, service lines, and related appurtenances used in the distribution of potable and reclaimed water; assists other departments with specialized construction needs; operates light-, medium-, and heavy-duty motorized equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Pipeline Construction 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.

This class is distinguished from the Field Services Supervisor in that the latter is a full supervisory-level class with accountability and ongoing decision-making responsibilities associated with the work.

Employees 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Field Services 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, maintenance, repair, and servicing of water mains, service lines, and related appurtenances, such as valves, meters, fire hydrants, and related devices.
- Receives job assignments from the supervisor and assists in determining equipment, personnel, and material needs.
- Assists division supervisors in visually evaluating job sites and determining maintenance needs.
- Assists maintenance scheduler with ordering materials and supplies and in planning and implementing a preventative maintenance program.
- Provides on-the-job training in the proper and safe use of tools, equipment, and safety devices, and the operation of light-, medium-, and heavy-duty construction equipment.
- Sets up a job site, including proper positioning of equipment, materials, barriers, and traffic-control devices to protect crews from street traffic, ensuring the use of appropriate safety rules, equipment, and proper work technique; performs traffic control, meeting city and state MUTCD provisions in re-routing and directing heavy traffic, using signs, cones and flaggers, to ensure safety of work crews and public safety.
- Operates 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; checks condition of equipment; cleans and maintains tools and equipment used in the field and shops; inspects, services, and makes minor adjustments to light-medium and heavy-duty equipment.
- Performs welding on pressurized pipes, including fabrication and torch cut; welds steel pipes and performs pipefitting, both in the shop and in the field.
- Constructs forms and places reinforcing steel and embedded items for building vaults and other concrete structures; pours and finishes concrete.
- Works in vaults and other confined spaces; lifts and removes vault lids; ventilates vaults; performs vault repairs; locates buried valves at varying underground depths.
- Locates and repairs leaks in the District's water distribution system; cuts mains, lines, pipes, and cables to permit repairs and installation; assesses damage and determines materials required to make repairs; replaces old mains and pipes; installs tapping valves; performs water main taps under pressure or following main shutdowns.

- Assembles, disassembles, installs, cleans, repairs, and pressure-tests all types of valves utilized by the District.
- Rebuilds and maintains recharge facilities and surface water diversion facilities; performs duties utilizing GPS surveying techniques, including software and hardware.
- Prepares reports and maintains a variety of records.
- May act as supervisor in that person's absence.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Methods, techniques and regulations of construction maintenance in multiple trades areas including, but not limited to, pipefitting, trenching, shoring, concrete finishing, asphalt repair, welding, confined space, lock-out/block-out, fall protection, heat illness, hazcom, OSHA 10, asbestos, soil grading practices, and respirator usage.
- Methods and techniques of locating lines and valves.
- Principles and practices of preventive maintenance.
- Operational characteristics of a diverse range of light and heavy construction equipment, and hand and power tools.
- Shop mathematics.
- 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.
- Analyze complex maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action.
- Set up work sites including traffic control and safety measures.

- Estimate necessary materials and equipment to complete assignments.
- Perform skilled tasks in the maintenance and repair of water mains and lines.
- Develop and implement work standards.
- Assist in the implementation of preventive maintenance programs.
- Prepare clear and concise records, reports, and other written materials.
- Properly and safely operate light-medium and heavy-duty construction equipment.
- Work underground and in confined spaces.
- Perform arc and electric welding, metal cutting, and pipefitting.
- Read and interpret maps, blueprints, and specifications.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively 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:

- Four (4) years of progressively responsible experience in water distribution maintenance, repair, and construction, or one (1) year as a Pipeline Construction Utility Worker III with the District.

Education:

- Equivalent to completion of the twelfth (12th) 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.

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; 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; and vision to inspect and operate equipment; color vision distinguish the colors of utility mark-outs. 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 30-100 pounds or heavier weights, 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); employees may, at times, be required to wear respiratory protection.

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, vermin, insects, and parasites, mechanical and/or electrical hazards, hazardous physical substances, and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Pipeline Construction Crew Leader
Last Update: March 2020

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

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

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Pipeline Construction 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: _____