JOB DESCRIPTION
Collections Systems Utility Crew Leader
Code Number: 38006

GENERAL PURPOSE

Under direction, leads and participates in the work of crews engaged in the construction, installation, servicing, repair and maintenance of the District’s collection and transmission of wastewater; operates light-, medium-, and heavy-duty motorized equipment; assists other departments with specialized equipment needs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the lead or advanced journey level class in the Collection Systems Utility Worker series. Incumbents work in a lead capacity in the District’s maintenance and construction division on a wastewater collection maintenance and construction crew, performing the full range of assigned duties. Incumbents are expected to be able to operate the full range of equipment commonly used by the maintenance and construction crews and to coordinate and oversee the work of crews and train new personnel. Incumbents exercise considerable independent judgment in carrying out assigned tasks and responsibilities. In the advanced-journey assignment, incumbents perform the more difficult and complex tasks and assignments. Positions at this level are distinguished from those in the lower level classification of Collection Systems Utility Worker II by the independence with which they perform their duties of handling the most difficult and complex work or by performing lead 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. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

ESSENTIAL 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 the class.

FLSA DETERMINATION: Non-exempt
Leads and participates in the work of crews engaged in the construction, installation, repair and maintenance of wastewater collection related systems and facilities.

Constructs, forms, and places reinforcing steel and embedded items for building vaults and other concrete structures; pours and finishes concrete; repairs and/or installs manhole shafts and bases.

Installs tapping valves and makes wet taps; lays applicable varieties of pipe to various installations; assembles, disassembles, installs, cleans, repairs and pressure-tests all types of valves utilized by the District.

Operates, inspects, services and makes minor adjustments to light-, medium-, and heavy-duty equipment.

Assists division supervisors in visually evaluating job sites and determining maintenance needs; receives job assignments from the supervisor and assists in determining equipment, personnel and material needs; works closely with the maintenance scheduler.

Sets up a job site, including proper positioning of equipment, materials, barriers and traffic-control devices, ensuring the use of appropriate safety rules, equipment and proper work technique; performs work in confined spaces, utilizing safety policies and procedures; sets up and maintains traffic control speeds.

Trains and instructs personnel in the safe operation of light-, medium-, and heavy-duty construction equipment.

Locates and repairs leaks in the District’s waste water collection system.

Provides on-the-job training in the proper and safe performance of the crew’s work, and in the use of tools, equipment and safety devices; inspects and evaluates the work of assigned crews.

Operates heavy equipment such as 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; operates high velocity and high pressure sewer cleaning machines (i.e. jet rodder).

Prepares reports and keeps a variety of records.

**FLSA DETERMINATION:** Non-exempt
Assists maintenance scheduler with ordering materials and supplies.

Assists the maintenance scheduler in planning and implementing a preventative maintenance program.

May act as supervisor in the supervisor’s absence.

Performs related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

Methods and techniques of the construction, repair and maintenance of water and waste water collection services, mains and related systems and facilities; principles and practices of effective lead supervision, including training; safety practices and procedures pertaining to the work.

**Ability to:**

Plan, organize, oversee, assign, inspect and evaluate the work of others; motivate and evaluate staff as the lead and assist in their training and development; operate the tools and equipment, including heavy equipment, common to public utility construction and maintenance; perform arc and electric welding and metal cutting; analyze complex maintenance problems, evaluate alternatives and recommend or adopt effective courses of action; develop and implement work standards; prepare clear and concise records, reports and other written materials; exercise independent judgment and initiative within established guidelines; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; communicate effectively, orally and in writing; make sound independent judgments within established guidelines; train others in work processes and procedures; properly and safely operate light- ,medium-, and heavy-duty construction equipment.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of journey-level experience in water distribution or wastewater collection system maintenance, repair and construction.

**FLSA DETERMINATION:** Non-exempt
Licenses; Certificates; Special Requirements:

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.

Grade II CWEA Collection Systems Maintenance Certification is desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and frequently up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information and new skills; work under deadlines with constant interruptions; and interact with District staff, other organizations and the public. The employee occasionally is required to deal with dissatisfied or quarrelsome individuals.

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.

FLSA DETERMINATION: Non-exempt
The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces, in or near street traffic with significant exposure to unsafe or hazardous drivers, and in confined spaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud.

**FLSA DETERMINATION:** Non-exempt