

**JOB DESCRIPTION**  
**Pipeline Construction Crew Leader**  
**Code Number: 38003**

**GENERAL PURPOSE**

Under direction, leads and performs the more difficult and complex construction, installation, repair and maintenance of mains, service lines and related appurtenances used in the distribution of potable and reclaimed water; operates light, medium and heavy-duty motorized equipment; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the lead in the Pipeline Construction Worker series. Incumbents work in a lead capacity in the District's maintenance and construction division. Incumbents serve as a working lead person providing direction to lower level staff including assigning, directing and reviewing the work of staff; on a water distribution and construction crew, performing the full range of assigned duties. Incumbents exercise considerable independent judgment in carrying out assigned tasks and responsibilities. Positions at this level are distinguished from those in the lower level classification of Pipeline Construction Worker III by performing lead work duties.

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.*

Leads and participates in the work of crews engaged in the construction, installation, repair and maintenance of potable and reclaimed water distribution and related systems and facilities.

Constructs forms and places reinforcing steel and embedded items for building vaults and other concrete structures; pours and finishes concrete.

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.

Performs welding on pressurized pipes, including fabrication and torch cut; welds steel pipes and performs pipefitting, both in the shop and in the field.

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.

Leads and assigns tasks, and works with field personnel in performing a wide variety of tasks involved 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 and appurtenances.

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

Locates and repairs leaks in the District's water distribution 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.

Prepares reports and keeps a variety of records.

Assists maintenance scheduler with ordering materials and supplies.

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

Performs traffic control, re-routing heavy traffic to ensure safety of work crews and public safety.

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 services, mains and related systems and facilities, including training; safety practices and procedures pertaining to the work.

### **Ability to:**

Plan, organize, assign, inspect and evaluate the work of others; motivate and evaluate staff and provide for their training and development; 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; 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 repair and construction.

### **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.

## **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 occasionally 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; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or 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.*

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces, vibration and street/road traffic. . 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.