

WATER FIELD LEADWORKER

DEFINITION

Under general supervision, leads water service crews; perform heavy physical labor and a variety of manual tasks; performs skilled work involved in construction and maintenance of water facilities and equipment; and perform related work, as assigned.

DISTINGUISHING CHARACTERISTICS

This is a senior-level water service position interfacing with both the production and field water service crews, working under the supervision of a Water Field Supervisor. Work is performed under general supervision while following established policies, procedures, and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leads water service crews in the installation, maintenance, and repair of water services, mains, meters, pumps and valves; drills and taps water mains; turns water services on and off; investigates leaks and reports service interruptions; advises consumer of leaks and suggests how to correct the problem; digs and backfills trenches; installs fittings and makes connections; reads and replaces meters; cleans mains and flushes the water system; operates equipment such as trucks, heavy equipment, air compressors, jack hammers, and a variety of power and hand tools; inspects, cleans, and performs basic servicing of assigned equipment; performs a variety of related welding, carpentry, and cement work; installs, repairs, maintains, paints, and ensures the proper flow of fire hydrants; cuts and replaces concrete and asphalt; participates in establishing department operating procedures; obtains excavation and encroachment permits; creates material lists for jobs or projects; interacts with contractors, subcontractors, developers, and utilities on job sites; assists in training water service crews; maintains records of work performed; may be required to participate in emergency call duty; may cross-train with other divisions; adheres to safety standards as prescribed in the *Injury and Illness Prevention Plan*; promotes teambuilding; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school, or GED equivalent, and three years of experience in water maintenance and repair, with a minimum of one year of experience in a leadership role or a leadworker capacity.

Knowledge & Abilities – **Knowledge of:** Water distribution facilities including mains, meters, hydrants, and valves; pipe laying, fitting, and concrete work; tools and equipment used in the installation, maintenance, and repair of water mains, services, meters, hydrants, pumps, and valves; operation, care, and servicing of heavy power-driven equipment; operation of auxiliary mechanical equipment commonly used in the construction of water services; methods, practices, tools, and materials used in water service construction and maintenance; and safety procedures and precautions used in water service work.

WATER FIELD LEADWORKER

Page 2

Ability to: Lead the work of the water service crew; function independently without immediate supervision; coordinate repair, installation, and maintenance of water mains, service lines, hydrants, meters, pumps, and valves; perform heavy physical labor and operate power-driven equipment; use or operate a variety of hand tools, welder, power equipment, and vehicles commonly used in water-service maintenance and construction; recognize unsafe conditions and make decisions to correct these conditions; read water meters; turn water service on and off; read and interpret plans, drawings, and specifications; assist in training and leading the work of the water system maintenance crew; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices; and operate City vehicles and equipment in a safe and efficient manner.

Licenses & Certificates - Must possess a valid, unrestricted California Class "C" driver's license. May be required to obtain a California Class "A" driver's license. Must possess a California Department of Health Services Water Distribution Operator Grade 3 Certificate, and a Water Treatment Operator Grade 1 certificate.

WORKING CONDITIONS

Work is performed in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools, or controls; and lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical shock. Incumbent wears personal protection-protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE REVISED: November 3, 2008

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include** all duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.
Sharedocs/jobdescriptions(Final)/LeadWaterFieldWorker/03-17-08/11-3-08cah