



JOB DESCRIPTION

Senior Water Distribution Leadworker

Date Prepared: December, 2015

SUMMARY: Under general direction plans, coordinates, supervises, and directs the construction and maintenance of water services; performs a wide range of general water service duties including welding; may serve as Acting Water Distribution Supervisor in their absence; performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Supervise daily operation of field and construction crews; direct Water Field Leadworkers; oversee daily work schedules.
- Conduct employee evaluations; prepare and present verbal and written discipline reports, as necessary; promote teambuilding; may cross-train with other divisions.
- Participate in establishing department operating procedures.
- Contribute information for preparation of annual budget.
- Interact with contractors, subcontractors, developers, and utilities on job sites.
- Assist in training water service crews and coordinate safety meetings.
- May operate a variety of heavy power-driven construction and maintenance equipment.
- Perform a variety of related welding, carpentry, pipefitting, valve repair, and cement work.
- Attend meetings and conferences, as necessary; ensure supervisor is informed of problems or unusual developments within the division.
- Ensure compliance with federal, state, and local regulations.
- Requisition parts and supplies.
- Maintain, record, and prepare reports; read and interpret drawings, diagrams, and blueprints; compile and log a variety of readings.
- May participate in emergency call duty on a rotation basis, at the District's discretion.
- Utilizes computer software programs competently.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or GED equivalent, SUPPLEMENTED BY advanced water treatment or distribution classes, AND a minimum of four years of experience in water operation and maintenance; a minimum of two years of experience in a supervisory or lead capacity is required.

Knowledge of:

- Methods, materials, and equipment used in water systems construction maintenance, repair, and inspection.
- Pertinent laws, codes, and safety orders covering water service construction work.
- Principles and procedures involved in planning major water service and main line installations.

- Supervision and training methods.
- Safety procedures and precautions used in water service work.
- Basic record-keeping and report writing practices.
- Equipment, materials, and tools used in the operation and maintenance of motors, engines, pumps, compressors, and other equipment.
- Basic computer skills and standard software.
- Methods, materials, and equipment used in engineering, construction, inspection, and maintenance of a water system.
- Budget preparation and expenditure control.
- Principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods.

Skill in:

- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Analyzing situations accurately and make effective recommendations.
- Interpreting plans, specifications, drawings, and department Map Book.
- Inspecting, operating, and diagnosing problems.
- Performing preventative maintenance on related equipment.
- Performing facility and equipment tests including well and pump efficiency tests.
- Interpreting and applying various federal, state, county, and district codes, regulations, and ordinances pertinent to water quality standards.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- May be required to obtain a California Class “A” driver’s license.
- Must possess a California Department of Public Health (CDPH) Water Treatment Operator Grade 2 Certificate.
- Must possess CDPH Water Distribution Operator Grade 3 Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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 hazards. 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.

Department Head

Date

Personnel Officer

Date