



JOB DESCRIPTION

Water Distribution Lead Worker

Date Prepared: November, 2016

SUMMARY: Under general supervision, leads water service crews. Operates heavy power-driven construction and maintenance equipment. May perform a wide range of general water service duties, including welding and other related duties such as inspecting, testing, reading, servicing, installing, and repairing water meters; performs other related duties, 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:*

- Lead water service crews in the installation, maintenance, and repair of water services, mains, meters, and valves.
- Establish daily work schedules and department operating procedures.
- Obtain excavation and encroachment permits.
- Participate in the preparation of the annual budget; prepare material lists for jobs or projects.
- Interact with contractors, subcontractors, developers, and utility companies on job sites.
- Operate a variety of heavy power-driven construction and maintenance equipment.
- Dig and backfill trenches.
- Lay pipe, drill and tap water mains.
- Clean mains and flush the water system.
- Perform a variety of related welding, carpentry, pipe fitting, valve repair, and cement work.
- Cut and place concrete and asphalt.
- Locate and repair leaks and breaks, investigate leaks, report service interruptions, and advise customers about leaks.
- Maintain records of mileage and work performed.
- Inspect and test meters for various flow rates.
- Disassemble meters, clean, repair, reassemble, and replace all defective parts.
- Clean the outside and inner parts of the meters.
- Interface with the customer service department in a cooperative manner.
- Locate and read water meters.
- Order and stock parts and materials used for installing and repairing water meters and water meter tests.

- Resolve customer complaints.
- Instruct trainees in the proper performance of duties.
- Turn on and off water service.
- Perform a variety of customer service related duties in the field.
- May participate in emergency call duty on a rotation basis.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND a minimum of two years of experience in the installation and repair of water services and meters OR the operation of backhoe and/or skip loader is required.

Knowledge of:

- Tools and equipment used in the installation, maintenance, and repair of water mains, meters, hydrants, and valves.
- Operation, care, and servicing of heavy power-driven equipment.
- Safety procedures and precautions used in water service work.
- Principles of water meter operation; water distribution facilities, tools, and equipment.
- Geography of the District and location of meters; basic computer skills.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Inspecting, disassembling, repairing, and adjusting water meters.
- Independently performing a variety of meter installations and maintenance work.
- Interpreting plans, drawings, and specifications; maintaining accurate records of work performed.
- Leading the work of the water service crew.
- Effectively presenting instructions and information in writing and verbally to coworkers, the general public, and outside agencies.
- 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 Class "A" license.
- Field positions require possession of a California Distribution Operators Grade III Certification (Grade IV Desired) and a California Water Treatment Operator Grade I (Grade II desired).
- Meter positions require possession a California Department of Health Services Water Distribution Operator Grade 2 Certification and a Water Treatment Operator Grade 1 Certificate (Grade 2 desired).

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; 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 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