



Utilities Maintenance Crew Leader

Purpose of the role:

Under direction, provides lead supervision to assigned work crews; leads, oversees, and participates in the work of crews engaged in the construction, repair, and maintenance of water services, water mains, wastewater collection systems pump stations, and reservoir facilities; operates a variety of maintenance tools and equipment including medium and heavy-duty motorized equipment; and performs related duties as assigned.

Distinguishing Characteristics:

This is the lead level class in the Utilities Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including providing lead supervision to assigned work crews. Employees perform the most difficult and responsible types of duties assigned to classes within this series including regularly training other maintenance staff and exercising lead supervision over a work crew. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Leads, plans, trains, organizes, schedules, reviews, and participates in the work of crews engaged in the construction, repair and maintenance of water distribution, wastewater collection and related systems and facilities.
- Trains assigned employees in their areas of work including utilities maintenance methods, procedures, and techniques.
- Supervises the use, care, and operation of utilities maintenance tools and equipment; trains and instructs employees in the safe operation of light, medium, and heavy-duty construction equipment.
- Verifies and evaluates the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Assists the Utilities Maintenance Supervisor in visually surveying job sites and determining maintenance needs; receives job assignments from the Utilities Maintenance Supervisor and assists in determining equipment, personnel and material needs.
- Assists the Utilities Maintenance Supervisor in the development of the assigned program budget; provides information on funds needed for equipment, materials, and supplies.

- Participates in preparing performance evaluations for assigned crew members.
- Sets up a job site, ensuring the use of basic safety rules, appropriate equipment, and proper work technique.
- Oversees and participates in cleaning wastewater lines using jet-rodder-hydro truck or sewer ball and balling machine; traps and vacuums debris.
- Oversees and participates in conducting inspections of water reservoir tank sites and pump stations including repairs such as packing and sealing leaks, electrical and telemetry problems, pulling and setting pumps and motors.
- Generates work orders for meter maintenance and assigns crews; participates in performing water meter and service upgrades to meet current standards; rebuilds and tests water meters; installs meters in the field.
- Oversees and participates in performing skilled work in assembling, laying, and aligning water and wastewater pipes.
- Oversees and participates in locating and repairing water leaks and wastewater main breaks or stoppages in City lines.
- Oversees and participates in performing duties in confined spaces, utilizing departmental safety policies and procedures; tests manholes and other confined spaces for toxic or explosive gases and oxygen deficiency.
- Oversees and participates in installing, repairing, and maintaining water mains, services, and fire hydrants using a variety of construction equipment.
- Oversees and participates in maintaining manholes, catch basins, pump stations, reservoirs and other facilities; records elevations, flows, pump hours, and checks security.
- Oversees and participates in operating TV van to inspect sewer lines and storm drains using pipeline video equipment; maintains and repairs camera and related equipment as necessary.
- Oversees and participates in operating valve exercise van to check operation of valves; records location and condition of valves.
- Oversees and participates in operating heavy equipment including 10-ton trucks, vactor trucks, skip loader, backhoe and other construction equipment needed to excavate water and sewer lines as assigned; cleans and maintains tools and equipment used in the field and shops.
- Oversees and participates in inspecting sewer trunk lines in easements and remote canyon areas.
- Oversees and participates in performing concrete work; forms, pours and finishes concrete; replaces sidewalks around meters, fire hydrants, and air/vacs; constructs block walls; raises and performs asphalt patching around manholes.
- Services and makes minor adjustments to light, medium, and heavy duty equipment and electronic equipment; prepares bid specifications for new vehicles as necessary.

- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Prepares a variety of weekly, monthly, and annual reports on utilities maintenance operations and activities; orders equipment, materials, and supplies as necessary; maintains files and records.
- Assists the Utilities Maintenance Supervisor in planning and implementing a water or wastewater maintenance program; may act as supervisor in the Utilities Maintenance Supervisor's absence.
- Performs after-hours emergency work and on-call Supervisor duties on a rotating basis.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of water and wastewater systems and facilities.
- Principles of lead supervision and training.
- Advanced methods, tools, and equipment used in the installation, repair, and maintenance of water and wastewater systems and facilities.
- Operation of power equipment, including trucks, loaders and related equipment.
- Operational characteristics of maintenance and construction equipment and tools.
- Advanced methods, techniques and safety practices used in maintaining water and wastewater facilities.
- Confined space entry.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of record keeping.
- Occupational hazards and standard safety practices including those used for entrance into confined spaces.

Ability to:

- Plan, organize, supervise, assign, inspect and evaluate the work of others.
- Motivate and evaluate staff and provide for their training and development.
- Analyze complex utilities maintenance problems, evaluate alternatives and recommend or adopt effective courses of action.
- Develop and implement work standards.
- Operate a variety of maintenance equipment and tools including heavy and light power driven equipment and hand tools in a safe and effective manner.
- Deal effectively with the public and respond to complaints and inquiries.
- Perform heavy manual labor.
- Ensure safety around work areas in high traffic.
- Read and interpret basic maps and blueprints.

- Prepare clear and concise records, reports and other written materials using standard office and computer equipment.
- Exercise independent judgment and initiative within established guidelines.
- Properly and safely operate light, medium, and heavy-duty construction equipment.
- Coordinate work assignments with other divisions, departments and agencies.
Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Results Oriented
- Customer-Focused
- Flexible/Adaptable
- Accountable
- Planner and Organizer
- Skill and Career Development Coach
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Four years of journey-level experience in water or wastewater maintenance, repair and construction including two years at a level comparable to a Utilities Maintenance Worker II with the City of Thousand Oaks.

**Education and
Experience
Guidelines:**

Licenses; Certificates; Special Requirements:

Possession of, and the ability to maintain, certification as a California Department of Public Health (CDPH) Water Distribution Operator Grade D1.

Possession of certification as a Water Distribution Operator Grade D3 or D4 is preferred.

A valid Class B California driver's license and tanker endorsement is required.

A valid Class A California driver's license may be required for some positions.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to perform heavy manual labor; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment. Employees in this class are to wear respirators as required and in accordance with CAL/OSHA regulations. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Outside environment working near moving mechanical parts; travel from site to site; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; work in confined spaces; frequently works near moving mechanical parts; works in precarious places or exposed to street/road traffic; occasionally works around extreme heat from cutting torches or soldering; frequently works around loud noise levels; interacts with City staff, other organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

*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 final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: 4/21/09

4/21/09:

- Clarification of certification requirements.