



CITY OF CALEXICO

CLASS TITLE: WATER DISTRIBUTION OPERATOR/SEWER LEAD

MONTHLY: \$4,685 - \$5,695

RANGE: O-23

BASIC FUNCTION:

Under general supervision, organize, coordinate, lead, assign, check and participate in the work of field crews in installing, tapping, maintaining, repairing and relocating water and sewer lines; oversee monitoring of water pressure to ensure proper water flow to customers; perform related responsibilities as required. This position receives supervision from the Division Supervisor, provides functional direction to the Water and Sewer Maintenance Worker II and Worker I.

REPRESENTATIVE DUTIES:

ESENTIAL DUTIES:

All of the Water and Sewer Maintenance Worker II and Worker I responsibilities plus:

Receives daily work assignments, work orders, and determines how tasks will be allocated to work crewmembers.

Determines equipment, tools and materials needed for work assignments and directs crewmembers to stock vehicles properly.

Trains employees and demonstrates specialized work methods, techniques and skilled use of equipment.

Answers questions from public and other crewmembers as to work operations and layout.

Checks work in progress and upon completion for conformance with department quality, productivity and safety standards.

Installs, replaces and relocates water and sewer lines.

Taps and repairs water and sewer line breaks.

Operates backhoes, dump trucks and loaders to excavate trenches and back fill holes and to haul materials to and from work sites.

Uses hand and power tools and equipment to perform maintenance tasks.

Replaces, repairs and installs fire hydrants and connections to waterlines.

Conducts chlorine and water pressure testing.

Maintains correct water pressure by servicing and changing water meters as required.

Repairs or replaces concrete sections for curbs, gutters, sidewalks, storm drains, ramps, driveways and other improvements.

Installs temporary water services.

Uses equipment and small hand tools such as jackhammers, hand and electric saws, pipe wrenches, ratchets, crescent wrenches, channel locks, concrete saw, power saw, hydraulic cutters, water pump, router, generator, and tamping machine.

Completes daily work records on behalf of work crew.

Assists with asphalt repairs as directed.

Performs emergency maintenance work and assists other water and field maintenance crews as assigned.

The preceding activities has been provided as examples of the essential functions of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

Work organization, layout, task assignments and proper use of tools and equipment; supervisory principles; plumbing and construction mechanics, methods and procedures related to the installation, repair and maintenance of water and sewer lines; proper and efficient use of hand and power tools and construction equipment; work safety rules and procedures; chlorination and water pressure testing methods.

ABILITY TO:

Ability and skilled to operate and demonstrate use of backhoes, dump trucks, skip loaders, forklifts and related equipment

Ability and skilled in the use of small hand and power tools such as tampers, power saw, ratchet, hydraulic cutters, water pumps, jackhammer, generator, tamping machine, router, and hand and electric saws

Ability and skilled in the use of oxygen tanks and related safety equipment.

Ability to train employees, assign work activities or tasks, determine and explain proper work methods, procedures and use of equipment and answer related work questions

Ability to organize, layout and check work in progress and upon completion for compliance with productivity, quality and safety standards

Ability to install, maintain, repair, relocate and replace water and sewer lines

Ability to communicate and work cooperatively with workers, supervisors, managers and the general public

Ability to provide oral or written instructions

Ability to complete work crew activity records and time reports

EDUCATION AND EXPERIENCE:

Education equivalent to a High School graduation. Three (3) or more years of water and sewer maintenance or field operations experience, including at least six months of experience in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENT:

State of California Distribution Operator Certification Grade D-3

Possession of a valid Class B California Driver License and an acceptable driving record is required.

Ability to work in traffic, inside excavated holes and intense heat given seasonal conditions.
Ability to work at night or on weekends to perform emergency maintenance assignments as needed.

Ability to be on stand-by 24 hours per day for a one to two-week period a month as needed.

WORKING CONDITIONS:

ENVIRONMENT:

Wastewater Treatment Plant Facility

Driving a vehicle to conduct work.

Regular exposure to fumes and odors.

Adverse and extreme weather conditions.

Excavated holes

Night Shift

Regular exposure to traffic

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be performed by an employee to successfully perform the essential functions of this position.

The employee is frequently required to use hands to finger, handle, grip objects, tools or controls.

The employee is frequently required to reach forward, upward, downward with hands and arms.

The employee is required to listen to noises and sounds emitted by operating equipment.

The employee is frequently required to stand on concrete, asphalt and soft soil surfaces.

The employee is occasionally required to use a ladder and must maintain balance during this activity.

The employee is frequently required to stoop, kneel, crouch, or crawl to perform duties.

The employee must frequently lift and/or move up to 90 pounds and occasionally up to 100 pounds.

HAZARDS:

Working around and with machinery having moving parts.

Working in cramped or restrictive work chamber.

Working at heights.

Chemical fumes.