



UTILITY MAINTENANCE LEAD WORKER

DEFINITION

Under general supervision, performs a variety of skilled tasks in the construction, maintenance and repair of water distribution and sewer systems by excavating, grading, trenching and loading operating a variety of equipment and motorized vehicles.

SUPERVISION EXERCISED

Trains and supervises subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Cut, fit, lay, repair, clean and flush water mains and sewer lines, valves and hydrants; replace water lines.

Inspect, test and operate valves, fittings and related water distribution equipment; perform repairs to fire hydrants and flow tests.

Operate trucks, backhoe, front loader, jetting and rodding equipment, jack hammer, trenching machine and related equipment and machinery.

Excavate and repair water and sewer lines.

Locate utility lines and video inspection of pipes and lines.

Install traffic barricades to safely route traffic.

Arc weld; cut, thread and fit water and sewer pipes; install, maintain and repair water and sewer facilities, water valves and fire hydrants.

Train and supervise subordinate personnel in safe operation of equipment and machinery used in maintenance and repair of water and sewer systems.

Plan, schedule, assign and inspect work of subordinates.

Develop and maintain records of training and safety procedures

Order parts, supplies, machinery and equipment.

Prepare cost/time estimates, reports and records.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment used in water and sewer line maintenance, repair and construction.

Standard safety practices required in water and sewer line maintenance and repair.

Supplies and equipment used in water and sewer line maintenance and repair.

Techniques used in training, supervising and evaluating subordinate personnel.

Record keeping and reporting.

ABILITY AND SKILL TO:

Operate a variety of tools, equipment and vehicles including trucks, backhoe, trenching machine and jetter.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Train, supervise and evaluate subordinate personnel.

Prepare cost/time estimates

Perform duties of an emergency worker in the event of a natural or other disaster.



QUALIFICATIONS

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

High School graduation and five (5) years experience in the maintenance and repair of water and sewer lines, including operation of equipment and machinery. Supervisory experience desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class B license with air brakes endorsement. Grade II Water Distribution Certificate.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

