

WATER MAINTENANCE CREW LEADERDEFINITION

Under the general supervision of the Water Maintenance Supervisor, personally performs and/or plans and coordinates the activities of a crew involved in the installation, maintenance and repair of water distribution and sewer facilities and operates related construction equipment.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Provides lead supervision to a crew involved in the installation of water mains, service lines, fire hydrants, water meters, gate valves and related appurtenances, along with the installation and repair of sewer mains and laterals; participates in these activities as needed. Determines equipment, materials, and staff needed to complete assigned projects. Assigns work to each crewmember. Trains and directs crews in safe working practices. Participates in or performs the duties of a crew or crews, as needed. Inspects work of assigned crew; makes changes or recommendations based on inspection; modifies work assignments at work site to meet project requirements. Prepares needed cement mixture, solder, rubber, threaded or slip-joint connections. Operates construction and maintenance equipment including backhoes, small and medium size cranes, trucks, hydra-hammers, and tools such as air compressing pavement breakers, tamps, power saws, and pipe cutters. Assigns work to and trains workers in lower-level water maintenance classifications. Provides written and oral instructions to maintenance and construction crew. Prepares and maintains accurate written records and reports on projects, materials used, crewmembers' performance and other related activities. Provides input to Water Maintenance Supervisor regarding crewmembers' performance. Responds to complaints, concerns and questions from the general public. Monitors work assignments currently in progress or completed; assists with identification of public areas throughout the city needing repair or maintenance. Must be able to lift and carry up to 50 lbs. May order materials and supplies as needed. May operate light and heavy machinery and equipment; may perform skilled manual labor as required. Assumes supervisory responsibilities in absence of Water Maintenance Supervisor. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a journey-level classification in the Water Maintenance series. This classification differs from the lower-level classifications of Equipment Operator – Water Maintenance and Water Maintenance Worker II, in that the duties of Equipment Operator – Water Maintenance involve skilled journey-level operation of water maintenance equipment, with no lead supervision responsibilities, and the duties of Water Maintenance Worker II involve routine manual labor tasks of a semi-skilled nature, with no lead supervision responsibilities. The classification of Water Maintenance Crew Leader differs from the next higher-level classification of Water Maintenance Supervisor in that the latter plans, directs, and supervises one or more crews, crew assignments and completion of projects, and is responsible for overall job performance.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of experience in the maintenance, repair and installation of water distribution and sewer facilities, one of which must be as the member of a public works agency water, maintenance or construction crew; or any combination of training and experience which provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: methods, materials, tools, and equipment utilized in water and sewer system construction and maintenance; meters, valves and taps; preparation of trenches to grade and the construction of concrete manholes and other structures; heavy water maintenance or construction equipment; safety practices and procedures in the performance of water maintenance duties; basic practices and principles of supervision and training; basic arithmetic calculations; geography of the city of Santa Ana; basic knowledge of modern office computer software such as Microsoft Word and Excel to generate reports, schedules and related documents.

Ability to: lead a crew of workers in the completion of a project; determine the workers, tools, materials and equipment needed to complete an assignment or project; supervise the operation of heavy and light equipment; schedule and assign work to others; instruct subordinates in work procedures. Ability to locate and repair defects and malfunctions such as leaks and faulty meters. Ability to read simple maps, blueprints and engineering drawings relating to construction and maintenance work; inspect water system construction and maintenance. Ability to follow oral and written instructions effectively; establish and maintain successful working relationships with coworkers and the general public in a culturally-diverse community.

Skill in: the safe operation of tools, machinery and equipment necessary for the successful completion of maintenance tasks; tools, machinery and equipment may include small pickup trucks, backhoes, cranes, trucks, sweepers, pavement breakers, and power saws.

SPECIAL REQUIREMENTS:

Must possess a valid California Class B Driver's License at time of appointment and obtain a Tankers Endorsement license prior to completion of the probationary work test period, and retain both as a condition of continued employment. Must possess and retain a valid Water Distribution Certificate (WDC) – Grade 3 as issued by the State of California Department of Health Services.

SPECIAL WORKING CONDITIONS:

Mandatory stand-by duty required. Willingness and ability to work irregular hours, including evenings and weekends, as needed. Willingness and ability to work outdoors under varying climatic conditions.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers enjoy physically demanding work while assuming a leadership role with maintenance crews. These reliable individuals are able to motivate the crews to accomplish assigned projects in a timely manner. Incumbents exercise judgment in selection of staff, tools and materials, and are able to determine the best alternatives when the assigned project exceeds the intended scope.

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