



JOB DESCRIPTION

TITLE: LEAD UTILITY WORKER
STATUS: Union/FLSA Non-Exempt
GRADE: 15

JOB SUMMARY:

Responsible for the on-site maintenance and operation of the District's water distribution system, sewage collection system, plants and reservoirs, and providing work assignments and instruction to employees; responsible for safety of crew as well as on-site work performance and standards.

REPORTING RELATIONSHIPS:

This position reports to a Field Operation Manager. This position provides work assignments and instruction to Utility Worker I, II, and Sr. level positions.

ESSENTIAL DUTIES include the following. Performs other duties as assigned or required.

- Determines required equipment and materials from work order to ensure the necessary equipment, materials and work crew are assembled; assesses the conditions of work sites and determines proper layout and approach for safe and efficient work;
- Organizes and directs the on-site activities of work crews; trains staff in proper methods and techniques; assigns specific tasks to crew members;
- Performs maintenance; replaces major and minor installations as a member of the work crew; operates jetting and vacuuming truck, dump truck, loader, trailers, backhoes, power and hand tools and other construction equipment;
- Oversees the layout of barricades, warning signs and other public safety devices; checks for hazardous conditions; observes and instructs workers regarding safety practices and determines if contractors are meeting state safety standards;
- Inspects the work of staff for adherence to standards and instructions; plans and executes corrective actions as needed; makes recommendations to supervisors regarding probationary periods, performance appraisals, and Utility Worker promotions;
- Works with developers and contractors to coordinate installations of water/sewer connections; responds to on-site inquiries and confers with property owners and contractors regarding work being performed; responsible for minor in field changes to proposed plans due to unforeseen conflicts in cooperation with other jurisdictions;
- Reports suspected or noticeable mechanical, equipment and machinery safety problems to supervisor; requests oiling, greasing, and other routine maintenance; repairs broken hoses, flat tires, and other minor breakdowns as needed; recommends the purchase of equipment;
- Documents safety crew meetings, incident/accident reports, and work orders, logs daily activities; performs data entry in various software systems including the Computerized Maintenance and Management System and Source View;

MINIMUM QUALIFICATIONS:

Knowledge of:

- Maintenance, operations, and repair of water and sewer facilities in a wide variety of terrain, road and weather conditions;
- Safety hazards inherent to outdoor construction work including confined space shoring, trenching, flagging and traffic control;
- Regulations and standards applied to water and sewer system installation;
- Procurement practices and procedures;
- Blueprints, as-built sketches and maps;
- Basic mechanics;
- Maintenance requirements of equipment, machinery and tools used in site construction work;
- District's reporting requirements for on-site water and sewer service work.

Skill in:

- Securing the equipment, materials and manpower specified by Foreman for fulfilling work orders;
- Planning, scheduling, assigning, instructing, and monitoring the work crews;
- Operating construction machinery and equipment such as backhoe, generators, pneumatic boring machine, compressor and jackhammer, dump truck with trailer, pavement roller, loader, forklift, shoring jacks and equipment;
- Providing leadership and motivating employees;
- Using computer software related to maintenance and management such as SCADA, CMMS, and Source View;
- Using office equipment such as phones, copiers, calculators and fax machines;
- Keeping accurate records and attending to detail;
- Providing a high level of customer service including answering difficult questions and dealing with complaints; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be a four years of related experience, with at least three years of experience in water/wastewater utility and a High School Diploma or General Equivalency Diploma (GED).

Licensing Requirements:

Possess and maintain a valid Washington State Driver's License with Commercial Driver's License Class A with tanker and air Brake endorsement, an industrial first aid/CPR card, flagger card, fork lift certification, confined space entry, shoring and trenching, certified erosion and sediment control lead, a Water Distribution Manager II certification or ability to earn within one year, a Wastewater Collections II certification or ability to earn within one year, and a Cross Connection Specialist certification or ability to earn within one year.

WORKING CONDITIONS:

Duties are primarily performed in the field with exposure to extreme weather conditions for extended periods of time, confined spaces, automobile traffic and various tools and equipment. Work involves exposure to live sewer systems, human waste, paraphernalia, gases, fumes, loud noise, chemicals and pesticides.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.