



UTILITY CREW LEADER

CLASSIFICATION SPECIFICATION

FLSA STATUS: Non-Exempt
General

BARGAINING

UNIT:

JOB SUMMARY

Under general direction, to independently perform the full range of maintenance, installation, and repair assignments for water main and service lines and meters; to operate and/or oversee the operation of heavy equipment; to provide supervision and training for assigned staff; to perform standby duties subject to all conditions as established in the District's Rules and Regulations, as assigned; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the supervisory classification in the Utility Worker series, which is responsible for performing all daily activities in the installation and repair of main and service lines, meters, valves, and related equipment. The Utility Crew Leader is distinguished from the Utility Worker II in that the Utility Crew Leader serves as a first line supervisory position, has a greater degree of independence, and performs more complex duties. The Utility Crew Leader is further distinguished from the Utility Supervisor in the Utility Supervisor has the ability to stand in place of the District Superintendent or Assistant District Superintendent as needed.

WORK SCHEDULE

Irregular or extended work hours: Occasionally required to change working hours or work overtime.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

Duties may include, but are not limited to, the following:

- Participates in planning jobs, ensuring work meets required standards, and that appropriate documentation is maintained.
- Assess problems and/or damage to the water system, identifying causes, and determining the appropriate action to take.
- Oversees and participates in the installation and repair of main and service lines, meters, valves, and related equipment.
- Estimates materials and equipment needed for job and stocks truck.

- Operates and supervises the operation of vacuum trailers/units, backhoes, loaders, trucks, and hand equipment in the uncovering of water main and service lines for installation, maintenance or repair.
- Backfills and repairs roads and pavement; operates a variety of equipment including boring machine, air compressor, scope pipe locator, valve locator, roller vibrator, tamper, and jackhammer.
- Serves as crew leader on maintenance crew.
- Assists in equipment maintenance and repair, and in general yard and shop work.
- Assists in construction and maintenance work on District property.
- Inspects new pipeline projects for proper service line installation.
- Arranges and directs meter installations.
- Responsible for safe and proper conduct of the members of their crew in the performance of their duties.
- Shuts down main lines in emergencies.
- Distributes customer notices.
- Performs other duties as assigned.

Knowledge of:

- Broad overall District operations including water delivery and distribution system
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.
- Material, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution
- Methods and materials used in water line installation and repair.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.

Ability to:

- Work with clients, customers, external stakeholders, and public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations; listen to others, , responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment and automated systems to accomplish work.
- Follow oral and written directions.
- Plan, distribute, coordinate, and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.

- Bend, lift, climb, stand, and walk for long periods of time; ability to perform moderately heavy laboring work, often in inclement weather.
- Demonstrate regular and predictable attendance.
- Skillfully use a Backhoe and other equipment in the uncovering, installation and repair of water lines.
- Effectively direct, instruct, train, and evaluate subordinates in maintenance, repair and construction of District infrastructure.

MINIMUM QUALIFICATIONS

Education and Experience:

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

Education:

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

Experience:

Three (3) years of experience in the operation of light and medium motorized construction equipment.

Required License, Certificate or Training:

- Possession of an appropriate California class C driver license issued by the State Department of Motor Vehicles. The District may require employee to obtain a California class A license during employment at the District's cost. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a State of California, Department of Health Services Water Distribution Operator Certification Grade D-1.

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees

- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle, heavy equipment and/or hand tools in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp and lift equipment parts and material weighing up to 50 lbs. daily, up to 100 lbs. weekly.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

HISTORY:

- Revision date: January 2010, August 2023
- Approval/Adoption date: December 18, 2024