

CITY OF HEMET

Class Code: 6317
Page 1 of 3

Date Adopted: 08/24/2004
Date Last Revised: 05/24/2005

LEAD WATER DISTRIBUTION SYSTEMS OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, leads, reviews, and performs work activities and duties assigned to the Public Works crews involved in the City's water distribution system; assumes responsibility for the more difficult and complex tasks; schedules crew duties and work assignments; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Lead Water Distribution Systems Operator is the lead class responsible for a wide variety of activities related to the installation, maintenance, and repair of City water systems. Incumbents lead and assist in the supervision of crews, and inspect and review work methods, performance, and quality. This classification is distinguished from the next lower classification of Water Distribution Systems Operator II by the difficulty and complexity of assignments and the performance of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Water/Wastewater Supervisor. Leads and provides training for assigned personnel.

ESSENTIAL FUNCTIONS

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

Leads, reviews, and performs the work of staff responsible for the construction, maintenance, and repair and operation of water facilities; develops and implements crew assignments; inspects and reviews work methods, performance, and quality of work performed; conducts safety and training meetings; provides input and recommendations on employee evaluations; assumes responsibility for the more difficult and complex tasks.

Recommends service levels to the Supervisor; performs field observations to ensure compliance with department policies, practices, and City ordinances; prepares reports for the Supervisor related to division activities; serves as acting division supervisor as required.

Oversees the operation and maintenance of public works crew equipment and/or machinery, including trucks, vactors, jet trucks, backhoes, power tools, and equipment; ensures adherence to safe work methods, procedures, and practices; inspects division equipment and ensures compliance with department practices; responds to maintenance needs and schedules appropriate service and repair.

Responds to questions, concerns, and emergency calls from the general public; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department policies, rules, regulations, and City ordinances; establishes and maintains a customer service orientation within the work unit.

Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials, and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.

Establishes positive working relationships with representatives of community organizations, state/local agencies, City management, staff, and the public.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals and lubricants, which may expose the employee to fumes, dust, and air contaminants. Incumbents may be exposed to mechanical, electrical, and biological hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of practices, techniques, and materials used in maintenance, construction, mechanics, and repair of water systems; equipment and tools used in water system construction, repair, and maintenance; methods and techniques of leading, training, and motivating assigned crews; proper methods of traffic control and delineation; basic principles of mathematics; record keeping; occupational hazards and standard safety practices.

Skill to operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of equipment, tools, and vehicles used in construction, maintenance, and repair activities.

Ability to lead and perform a wide variety of public works construction and maintenance activities related to the City's water system; operate a variety of vehicles, tools, and equipment used in construction and maintenance; perform journey level work in assigned area; estimate time and materials for completion of projects; read and interpret blueprints, work sketches and specialized maps; prepare work records and routine reports; perform heavy manual labor; plan, organize, and lead the work of subordinate staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

QUALIFICATIONS GUIDELINES

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Lead Water Distribution Systems Operator**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in the construction, maintenance, repair, and operation of water systems, and a high school diploma or equivalent.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of the appropriate level of California Driver's license (Class A or B w/ Tanker Endorsement), and possession of a Grade II Water Distribution Certificate issued by the California Department of Health Services.