



DEFINITION:

Provides lead supervision to crews of lower-level utilities maintenance personnel. Plans, organizes, and supervises the work of Utilities Maintenance Workers involved in water and reclaimed water related construction, maintenance and repair. Performs a variety of technical tasks relative to the Division and is responsible for the safety and training of subordinates. May act as the Water Systems Administrator in their absence.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by a Water Systems Administrator or designee. Responsibilities include providing lead supervision and training for semi-skilled and skilled water utilities maintenance personnel. Employees assigned to this class perform the full range of duties normally expected of the Utilities Maintenance Worker series. It is distinguished from the rest of the Maintenance Workers classification in that employees assigned to this class are expected to assume lead supervision over crews of Utilities Maintenance Workers I/II and/or III/IV's and act as an assistant to the Water System Administrator.

EXAMPLES OF DUTIES:

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

- Plan, organize, and supervise the work of Utilities Maintenance Workers in the Water Division of the Public Works Department
- Act as a lead worker for large crews of Utilities Maintenance Workers on assigned projects
- Schedule operations, maintenance and repair work, order materials and maintain routine records including tracking budgetary items and projects
- Provide training, supervision, and evaluation of assigned crew members
- Perform the most difficult and technically complex work in the maintenance, repair and operation of water distribution systems
- Assist in inspecting the work of private contractors engaged in construction and maintenance activities in the city
- Ensure appropriate traffic control during all phases of construction projects
- Drive vehicles and equipment as required
- Work cooperatively with others, including other City departments and outside agencies as necessary
- Assist in preparation and monitoring of the budget, prepares cost estimates for work to be performed; submits justification for equipment
- Operate telemetering and flow monitoring equipment

- Tracks and reviews Service Requests, customer complaints and employee workload through the City's CMMS CityWorks Program. Knowledgeable about the operation and maintenance of Hydro Excavators
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present to work on facilities and equipment impacting the public's health and safety

OTHER JOB FUNCTIONS:

- Respond to public service calls and complaints
- Serve in the standby rotation after regular working hours and respond to emergency callouts
- Assist in the evaluation of operations and activities and make recommendations for improvements and modifications
- Assist in the preparation of reports, inquiries and projects
- Instruct subordinates in proper work techniques of equipment and safety precautions and requirements
- Perform related duties as assigned

QUALIFICATIONS:

Knowledge of:

- Operational characteristics of heavy mechanical equipment used in the construction and maintenance of water systems
- Methods, tools, and materials used in water distribution system operation, maintenance and repair
- The hazards associated with distribution system work and proper safety precautions
- Creation of Traffic Control Plans (TCP) and use of appropriate traffic control devices
- Division of Drinking Water Regulations, ordinances and rules
- Budgeting practice including cost estimating and tracking for department and project budgets □ Principles of supervision, training, discipline and performance evaluation.
- Water quality parameters measured by the California State Water Resources Control Board (SWRCB) and the Drinking Water Operator Certification Program (DWOCP)
- Codes, ordinances, specifications, and standards governing the production and distribution of potable and recycled water for the City of Woodland, American Water Works Association (AWWA), California Division of Occupational Safety and Health (CALOSHA), the Environmental Protection Agency (EPA), and State Water Resources Control Board (SWRCB), and others
- Knowledge of and experience with aquifer storage and recovery (ASR) systems is desirable
- Computerized maintenance management systems such as CityWorks and Microsoft office including Excel, Word, and Outlook

Skill to:

- Perform highly skilled operation, maintenance, construction and repair work on potable and recycled water distribution systems
- Use and operate required hand tools, mechanical equipment, and power tools in a safe manner
- Direct and supervise crews of maintenance personnel
- Read and interpret basic plans and specifications
- Maintain both routine and complex records
- Communicate effectively, both orally and in writing

- Supervise and train less experienced personnel
- Assist in preparation of performance appraisals

Ability to:

- Lead, organize and review the work of the water distribution maintenance staff
- Interact effectively and courteously with the public
- Implement new and existing operation, construction, and maintenance work procedures and practices
- Operate and maintain machinery and equipment related to the construction, maintenance, repair, alteration and operation of potable and recycled water distribution systems
- Maintain and repair light power equipment
- Perform heavy manual labor
- Accurately collect and record data in an electronic format
- Assist in the development and analysis of regulatory and operational reports
- Interpret and apply policies and procedures
- Establish and maintain effective work relationships with those contacted in the performance of required duties

Minimum Education and Experience:

Education:

- High School Diploma or equivalent
- Supplemental coursework or training in potable and recycled water distribution, production, treatment, or a closely related field
- Specialized coursework in recycled water and aquifer storage and recovery is highly desirable
- Courses in, or graduation from, the American Public Works Association's Public Works Institute is desirable

Experience:

- Two (2) years of experience performing duties comparable to those of a Utilities Maintenance Worker III/IV in water production and distribution

License and Certificate:

California State DWOCP board Grade IV (D4) upon hire

- Backflow Prevention Assembly Specialist Certification from American Water Works Association or Northern CA Backflow Prevention Association prior to permanent appointment
- California State DWOCP Grade II Water Treatment certificate is desirable
- Valid Class B California Driver's License with Tank and Air Brake Endorsements upon hire - Class A Driver's License within six (6) months of hire
- Confined Space Certification prior to permanent appointment
- Competent Person Certification prior to permanent appointment
- First Aid and CPR certifications prior to permanent appointment
- Forklift Certification prior to permanent appointment
- International Municipal Signal Association Work Zone Safety or equivalent prior to permanent appointment

ADA COMPLIANCE

Physical Ability: Positions in this class typically requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers.