

**City of
EDMONDS
Washington**

WATER MAINTENANCE LEAD WORKER

Department:	Public Works – Water/Sewer	Pay Grade:	M
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	June 2013	Reports To:	Water/Sewer Manager

POSITION PURPOSE: Under general direction, plans, organizes, and schedules water system maintenance crews and provides work direction on assigned projects; coordinates crews in the maintenance, repairs, construction and operation of the City water utility facilities; trains and provides work direction to assigned staff; responds to customers, contractors, vendors and other outside agencies; maintains water system maintenance records, maps and inventory.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and assigns daily work activities; coordinates schedules and tasks and verifies that tasks are achieved.
- Meets regularly with staff to discuss and resolves daily priorities, workload and technical issues and makes effective suggestions and recommendations.
- Inspects work performed to assure quality work products and effective use of resources; coaches and trains staff and verifies that standards are met.
- Oversees the completion of daily work assignments and troubleshoots in all areas of water distribution.
- Communicates and provides assistance to other City departments as necessary.
- Responds to customers, contractors, vendors and other outside agencies to exchange and share information; responds to questions, problems and complaints regarding leaks, billing, property damage, water quality, system improvements, code enforcement and other departmental issues.
- Ensures adequate parts, tools and equipment are maintained and purchases and restocks necessary parts, tools, and equipment as needed.
- Monitors, operates and troubleshoots water system SCADA computer.
- Instructs and educates staff on various work activities, procedures and standards maintaining a variety of records and reports including: water system maintenance records, maps, drawings and facilities inventory.
- Performs field inspections of contracted or homeowner new installations; repairs or replacements of private water services and evaluates and reviews operational activities for safety, effectiveness and completion.
- Identifies work to be accomplished; keeps supervisor informed of field activities and reviews and provides input on private development and capital improvement projects.
- Provides support to the Department/Division on matters as directed and may serve as staff on a variety of committees.

JOB DESCRIPTION

Water Maintenance Lead Worker

- Prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings maintaining awareness of new trends and developments in the fields related to area of assignment.
- Incorporates new developments as assigned and ensures processes, policies and practices are interpreted and applied consistently and effectively within assigned responsibilities.
- Assure availability for 24 hour emergency call-out and perform water watch duties.

Required Knowledge of:

- Operations, services and activities of a City Public Works Department.
- Water distribution maintenance and operation procedures.
- Current and updated drinking water standards and regulations.
- Current and updated safety and health standards and regulations.
- City policies and codes related to Public Works.
- Technical aspects of field of specialty.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include customer service.
- Record keeping and report preparation.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to accomplish work assignments.
- English usage, spelling, grammar and punctuation.
- Lead work and training principles, methods and techniques.

Required Skill in:

- Installing, maintaining, repairing and upgrading the water distribution system and related facilities.
- Performing field inspections.
- Analyzing situations accurately and adopting an effective course of action.
- Protecting the public health in the supply of water.
- Planning and organizing work and meeting schedules and time lines.
- Interpreting and applying applicable federal, state, and local policies, laws and regulations.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Compiling and preparing a variety of records, files and reports.
- Communicating effectively verbally and in writing including customer service.
- Leading, training, and delegating tasks and authority.

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MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate and five years of progressively responsible experience in water distribution operation, maintenance and repair work and related systems and components that includes performing lead or supervisory oversight over projects, programs, and/or staff; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License and Class A CDL with air brake and tanker endorsements.

Certification by the State of Washington as a Water Distribution Specialist.

State Cross Connection Specialist I Certification.

Valid CPR, First Aid, AED, and Bloodborne Pathogen Cards.

Valid Flagger Certification.

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Working over water, working alone and working in remote locations.
- Working in a noisy work area, working in direct sunlight, working in outside temperature extremes and working in dampness.
- Heavy physical labor including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Operating a passenger vehicle, heavy truck, heavy equipment and rotating machinery.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

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Water Maintenance Lead Worker

Hazards:

- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Working in and around moving traffic.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings solvents, oil and ink.
- Working in a cramped or restrictive work chamber.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____