

CITY OF COVINA

WATER CREW LEADER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, provides lead direction to a small crew engaged in repair, construction, and maintenance of water infrastructure; performs skilled work in the installation and repair of water system services; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Water Crew Leader** is the advanced journey level classification in the Water Worker series. Incumbents perform skilled and semi-skilled duties in the maintenance and repair of the City's water system and provide lead direction and training to assigned crews. This classification is distinguished from the next higher classification of Water Foreman in that the latter has overall supervisory responsibility for all assigned maintenance functions within the Public Works Department's Water Division.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from higher-level public works staff. Exercises technical and functional supervision over lower level public works staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provides direction to and performs duties associated with the work of a small crew engaged in repair, construction, and maintenance of water pipe lines; excavates and grades trenches for water services; flushes water mains; operates trucks, compressors, tractors and other construction equipment; repairs and installs water mains and hydrants; floods and back-fills trenches; cuts and repairs pavements; reads maps and uses pipe locator to isolate underground utilities.
- Performs the more difficult tasks involved in water system construction and maintenance projects as crew leader which includes installing, repairing and replacing water mains, valves, services, meters and hydrants; repairs and relocates hydrants and valves; flushes water mains; provides excellent customer service.
- Performs skilled concrete, carpentry and painting work in the repair and maintenance of pump houses and other facilities.
- Supervises and participates in the operation and upkeep of construction and maintenance equipment and/or machinery, including construction vehicles, power tools and equipment.
- Oversees and provides the training of assigned personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; conducts and participates in safety meetings; identifies

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training opportunities and needs; makes recommendations to higher level staff; provides input in the evaluation of assigned personnel.

- Contacts dig alert before excavation and determines estimates of manpower and supplies needed for completion of work orders.
- Maintains records relating to water system reconstruction and maintenance assignments and as needed; keeps daily job records.
- Assists the Water Foreman with evaluating service and equipment needs and in developing work methods and procedures; assists in prioritizing requests for street service and scheduling work; assists in the development of plans to meet future service needs.
- May be subject to emergency after-hours call out or special assignments during non-business hours.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, 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 and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 50 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The incumbent may be required to respond to after-hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Water Crew Leader**. A typical way of obtaining the required qualifications is to possess a high school diploma, or its equivalent, supplemented by related college level course work, and three years of construction and maintenance in one or more skilled trades, preferably in connection with water systems that includes the equivalent of one year as a Water Worker with the City of Covina.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and within four months or employment obtain a class B California driver's license and applicable certificates on designated construction equipment. Possession of a Grade II Water Distribution certificate issued by the Department of Health and Safety is required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

The common tools, power equipment and materials used in water systems maintenance; methods, equipment, materials, and tools used in installing, repairing and maintaining water mains, valves, hydrants and other appurtenances; tools, materials and methods repair work; preparation of trenches to grade; operations and maintenance of a wide variety of construction hand and power tools and equipment; mechanical ability and comprehension; safe work methods and safety regulations pertaining to the work, including, OSHA, Haz Mat, and NPDES; proper placement of cones, barricades and warning devices and directing traffic flow at job sites.

Ability to:

Read blueprints and sketches and to prepare directions and sketches to enable crews to locate lines and extensions; use detection devices, mobile radio, phone, ditch witch; apply leadership and supervisory principles in the daily direction of water main repair crews; understand and follow oral and written directions and rough working diagrams; work effectively with a small group or individually; operate a variety of vehicular and mechanical equipment in a safe and efficient manner; apply safety practices; perform heavy physical labor as required; make accurate estimations in supplies, manpower hours; exercise independent judgment and initiative when working with the public; maintain good working relationships with work crew members and public works management personnel.

Skill to:

Safely and effectively operate a variety of vehicles, construction equipment and power and hand tools used in water system reconstruction, maintenance and repair.