

## LEAD – PUBLIC WORKS WATER

### DEFINITION

Under general direction, to provide project planning, lead direction and work coordination for maintenance and operations staff. Plans, organizes, assigns, directs, participates, and inspects work crews as the competent person and engages in a variety of water, maintenance, repair, replacement, and/or reconstruction work, and may perform the more complex and difficult duties assigned to the work unit; schedules job staffing and project completion; investigates customer complaints and assigned other duties as required.

### DISTINGUISHING CHARACTERISTICS

This position serves as Lead to positions working within the Water Department. Work in this class is distinguished from that of the Water Technician III by the greater complexity of the assignments, skill level required for the work, and the lead direction provided to crew members, which includes guidance, training, scheduling, assigning, and reviewing the work. Incumbents have specific work methods to follow, however, are expected to refer matters that do not fit a clear pattern to a position of higher authority for instruction; work is generally reviewed upon completion for final results.

### REPORTS TO

Public Works Supervisor – Water or Public Works Manager-Water or designee

### CLASSIFICATIONS SUPERVISED

Staff assigned to the Water Maintenance Division of the Public Works Department.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (The following is used as a partial description and is not restrictive as to duties required.)

Leads, reviews and participates in maintenance and operations of the Water Department production and distribution system and related facilities by assisting with, planning and assigning work activities, implementing established priorities, providing standardized training and work methods; providing general lead support for the day-to-day activities; provides decision-making continuity during the Supervisor's absence; assists with the development and control of the budget; participates in the selection of staff, makes field inspections to determine maintenance and repair requirements; inspects work in progress and ensures proper completion of jobs; ensures that staff properly carry out the goals, objectives, and policies of the Public Works Department; performs plan checks for Capital Projects; performs a variety of

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### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)**

record keeping and assists with the development of required reports; prepares requisitions for the procurement of equipment, materials and supplies; trains subordinates; instructs assigned staff in work methods; checks and corrects work in progress implements work safety requirements and conducts safety training; responds to emergency call outs; responds to questions and provides information regarding assigned areas of responsibility; investigates complaints and recommends corrective action. Performs related work as required.

### **TYPICAL PHYSICAL REQUIREMENTS**

Occasionally sits; frequently stands, walks, stoops, kneels, and crouches; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; ability to climb a stationary ladder a minimum of 150 vertical feet; enter confined spaces and trenches safely; use a variety of hand and power equipment, and testing equipment used in maintenance, construction, and operations; use a computer and telephone.

### **TYPICAL WORKING CONDITIONS**

Work is performed both in an office environment and outdoor locations in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other departments and regular contact with the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Computer systems (Microsoft Office Pro) and SCADA system operation.
- Principles, methods, and practices pertaining to the operation and maintenance of the water distribution system.
- City geography and the municipal street system.
- Standard construction and repair methods.
- Principles and techniques of leadership and training.
- Record keeping and reporting procedures.
- Practices, tools, equipment, and materials used in utility system, maintenance, and repair work.
- Laws, rules, regulations, and environmental requirements applicable to operation and maintenance of water production and distribution.
- Principles and methods of preventive maintenance programs.
- Safe work practices and procedures.
- Standard skills in plumbing and cement work.
- Proper compaction techniques for varying soils.
- Proper disinfection techniques for distribution, water mains and wells.
- Principles, methods and practices for confined spaces, trenches and excavations

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**DESIRABLE QUALIFICATIONS (continued)**

**Ability to:**

- Provide lead direction and work coordination of assigned staff.
- Inspect water production and distribution facilities for needed maintenance repairs and follow up to ensure proper completion of required maintenance and repairs.
- Skillfully use a variety of hand and power tools in the maintenance, testing, and repair of utility systems and equipment.
- Apply technical knowledge of mechanical and electrical trade work.
- Read, interpret, and understand blueprints and construction drawings.
- Assist with budget development and expenditure control.
- Assist with training and evaluation of assigned staff.
- Communicate clearly and concisely, both oral and in writing.
- Prepare and maintain accurate records, sketches and reports.
- Use a personal computer and knowledge of basic programs such as Outlook, Excel and Word.
- Deal tactfully and courteously with the public.
- Understand and follow oral and written instructions.
- Make independent decisions in field situations with effectiveness, economy, and efficiency, and respond to emergencies as needed.
- Operate heavy equipment such as dump trucks with trailers and backhoes.
- Operate and maintain gas monitors and confined space equipment.
- Operate and maintain shoring & equipment for trenching and excavation.

**Training and Experience:**

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

Graduation from high school or equivalent and five (5) years in operation, testing, maintenance, repair, and construction of water distribution and pumping systems, with one (1) year of increasingly responsible lead or supervisory experience. An Associates degree in a related field is highly desirable.

**Special Requirements:**

Possession of a current, valid California Class A or B driver's license issued by the California Department of Motor Vehicles with Doubles/Triples and Tank Endorsements.

A Valid California Water Treatment Operator Grade II certification and Water Distribution Operator Grade D-3 certification as issued by the State of California Department of Public Health.

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**Training and Experience (Continued):**

Must obtain and maintain an OSHA recognized Competent Person Certification for Confined Space and Trenching Excavation within 12 month of employment.

*Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.*

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**APPROVED**

  
Chairperson, Personnel Board

**DATE:**

10-11-10