



# MARIN MUNICIPAL WATER DISTRICT

## UTILITY CREW LEADER

### **DEFINITION**

Under direction, directs and participates in the work of utility crews engaged in the installation, maintenance and repair of water system facilities, and mechanical equipment; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This class is the advanced journey lead classification which combines direction of a crew and performance of the most complex and difficult assignments in the repair and maintenance of water system facilities. Incumbents are expected to train workers, apply safety regulations to work assignments, and prepare and maintain records and written documents.

### **EXAMPLES OF DUTIES**

Typical duties for all incumbents may include, but are not limited to the following:

- Assigns, directs, checks and participates in the work of utility crews engaged in installing new services, locating and repairing hydrants and valves, flushing lines and cleaning tanks, paving District ditches, doing concrete work and general asphalt patching;
- directs and participates in repair of mechanical equipment;
- directs and participates in general maintenance of District property, including brushing, tree-trimming, and debris removal;
- builds and repairs water storage tanks, pump houses and other facilities;
- requisitions and may purchase needed tools, supplies and equipment;
- services and maintains tools;
- prepares leak sketches, material requisitions, time sheets and other required forms, using personal computers as appropriate;
- works with crews and performs the more skilled work, and operates tools and machines when necessary;
- trains new employees on work methods and the use of tools and equipment;
- provides input to supervisors for inclusion in employee performance evaluations;
- reviews completed work for compliance with established procedures, accuracy, and proper grammar; makes corrections as necessary;
- may help estimate costs for contracted work, obtain bids for small projects to be performed by contractors, and inspects contractor's work.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- The operation and maintenance of equipment and tools related to the repair and maintenance of water system and related facilities;
- use of materials, tools and equipment related to construction and maintenance work;
- tools, methods and equipment used in the fabrication, installation and maintenance of traffic control warning signs;

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- employee training procedures;
- purpose, configuration and operation of a water distribution system, water storage facilities, meters, hydrants and sources and supply;
- basic understanding of water distribution mathematics, water quality, and disinfections;
- general safety practices; traffic control, trenching and shoring, confined spaces, safety requirements, hazards and OSHA compliance;
- Federal, State and water utility safety rules and regulations.

Ability to:

- Skillfully and safely operate power equipment;
- locate and repair water systems and facilities;
- understand water distribution systems, standard disinfection methods of new/repaired mains and storage facilities;
- calculate water distribution mathematics and water measurements;
- work from plans and specifications;
- estimate material and equipment needs;
- direct and oversee the work of others and train personnel;
- maintain accurate and legible records, using computers as necessary;
- make minor repairs and alterations in equipment;
- drive a vehicle;
- work cooperatively with others;
- understand and carry out written and oral instructions;
- observe safe working practices and safety requirements.

#### TRAINING AND EXPERIENCE:

Any combination of training and experience equivalent to:

- Completion of the twelfth grade or its equivalent;
- and,
- Four years of experience performing maintenance and/or water system services work.

#### **OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100- 3109);
- May work after hours emergency work on an "on call" basis.

#### **LICENSES AND/OR CERTIFICATIONS**

- Possession of a "D1" Distribution Operators Certificate issued by the California State Water Resources Control Board (SWRCB) at the time of appointment;
- Class A California driver's license (CDL) issued by the State Department of Motor Vehicles and satisfactory driving record is required;
- Current District employees hired or promoted prior to October 1, 2018 who do not already possess a commercial CDL, may be requested to attain a Class A or Class B CDL, based

upon assignments within this classification. At minimum, all current District employees must possess a Class C CDL;

- All employees in this classification are subject to regular review of the Department of Motor Vehicle driver's activity reports, and must maintain a satisfactory driving record;
- An employee in this classification performs "safety-sensitive functions" and must comply with the United States Department of Transportation (DOT) regulations and is subject to the Federal Omnibus Transportation employee Testing Act of 1991.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds, occasionally lift 50 to 75 pounds and occasionally lift material or operate tools weighing 75 to 110 pounds such as the operation of a jackhammer. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

### **Additional Physical Demands**

- A self-contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: February 20, 1998

Revised: July 2009, August 2018

Approved by: Human Resources Manager