

UTILITY LEAD

DEFINITION

Performs a variety of skilled utility maintenance and repair work on the City's water and wastewater treatment facilities and systems; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to perform a variety of skilled utility maintenance and repair work on the City's water and wastewater facilities and systems. The work is performed under the supervision and direction of the Public Works Director, but considerable leeway is granted for the exercise of independent judgment and initiative. Technical and functional supervision is exercised over subordinate employees. This class is distinguished from the class of Utility Worker II by supervisory responsibility and additional work experience and certifications. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides functional and operational supervision and training to water and/or wastewater maintenance staff, including reviewing work orders, scheduling preventative and corrective maintenance, planning projects, and other related activities.
- Inspects and maintains the water and/or wastewater treatment plants and pump stations, including checking proper equipment operation, notifying supervisors of alarms and equipment failure, and writing work orders for needed repairs.
- Performs corrective maintenance on water and/or wastewater facilities and equipment, including disassembly, rebuilding, cleaning, and overhaul/replacement of valves, filters, pipe fittings, pumps, and other assorted equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

EXAMPLES OF DUTIES: (Illustrative Only) Continued

- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Thorough knowledge of basic principles and practices of construction, maintenance, and repair activities specific to functional area of assignment.
- Thorough knowledge of the safe and proper use of basic hand tools, power tools, and other related construction equipment.
- Thorough knowledge of mechanical servicing of pumps, motors, and valves.
- Thorough knowledge of basic safety principles and practices of maintenance and repair activities.
- Thorough knowledge of related Federal, State, and local ordinances and regulations governing specified maintenance operations.
- Thorough knowledge of the techniques, methods, and materials related to the construction and maintenance work in the area of assignment.
- Thorough knowledge of the maintenance and operation of related light and medium duty equipment used in functional area of assignment.

Skill in:

- Working independently with minimal supervision.
- Complying with specified safety regulations and procedures.
- Operating assigned heavy equipment, including backhoe and tractors.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.

Skill in: Continued

- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard or customized software applications appropriate to assigned tasks
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Exercising integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

Valid California Class C Driver's License.

Certification(s) specific to functional area of assignment may be required.

Desirable Education and Experience:

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED.
- One to three years experience as a Utility Worker II.