

## **CITY OF MT. SHASTA**

### **CLASS TITLE: LEAD UTILITIES MAINTENANCE WORKER**

#### **BASIC FUNCTION:**

Under the direction of the Public Works Supervisor, lead and participate in a variety of activities involved in the installation, maintenance and repair of City water and sewer systems, lines and equipment; train and provide work direction and guidance to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Lead and participate in a variety of activities involved in the installation, maintenance and repair of City storm drain, water and sewer systems, lines and equipment; encourage employees to comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Oversee and participate in the inspection and cleaning of storm drain, water and sewer lines; flush and remove obstructions from sewer lines; repair or replace valves, control devices, pipes, fittings and various other fixtures, parts and equipment; install, maintain and repair fire hydrants and manholes.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee hiring and evaluations as requested.

Lead a variety of activities involved in assuring smooth, efficient, healthy and safe storm drain, water and sewer line flow, operations and services; investigate public complaints; troubleshoot, diagnose and resolve related problems and malfunctions; inspect completed projects for accuracy and completeness.

Oversee and participate in the operation of a variety of heavy and light equipment including backhoes, loaders, graders, dump trucks, flushers and various hand and power tools; train subordinates concerning safe equipment use and operation as needed.

Assist in developing and implementing storm drain, water and sewer system maintenance projects; estimate labor, material and equipment requirements for projects; assist in coordinating response to requests, customer service calls, work orders and public complaints concerning water and sewer lines.

Participate in various Public Works maintenance functions as needed; assist with various activities involved in the maintenance and repair of City streets; assist with maintenance activities at wastewater treatment facilities; operate snow plows to clear streets of snow as assigned.

**May 12, 2014**

Install new water and sewer hook-ups and related equipment and components at construction sites; assist direct and participate in mapping and locating storm drain, sewer and water lines, valves and other system components.

Drive dump trucks and pickup trucks to haul and transport equipment, supplies and materials to and from project locations.

Turn on and off utilities services as directed.

Communicate with City personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; resolve customer service issues, conflicts and complaints in a proper and timely manner.

Prepare and compile various records related to storm drain, sewer and water systems, chemicals, cleaning, maintenance, fire hydrants, meter readings, inventory and assigned activities.

Perform flagging duties to provide safety for workers during construction activities as assigned.

Monitor inventory levels of storm drain, water and sewer system supplies; order, receive and maintain inventory of supplies.

Participate in the application of chlorine and other water treatment-related chemicals to adjust water quality as required; monitor and record meter readings of water consumption levels.

Assist in coordinating and participate in the response to storm drain, water, sewer, and other public works emergencies on an on-call, rotational basis and as needed; participate in clean-up activities after major storms; operate sewer line camera as needed.

Maintain water storage facilities as directed.

Assist in preparing for special City events.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Practices, procedures, methods, materials and equipment involved in the installation, cleaning, maintenance and repair of storm drain, water and sewer lines, valves, pipes, fittings, fire hydrants and related infrastructure.

Operation and use of a variety of heavy and light equipment including snow plows, backhoes, loaders, graders, dump trucks, flushers and various hand and power tools.

Diagnostic techniques for storm drain, sewer and water system problems and malfunctions.

Principles of training and providing work direction.

Health and safety regulations and procedures.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping techniques.  
Proper lifting techniques.  
Legal and defensive driving practices.

**ABILITY TO:**

Lead and participate in a variety of activities involved in the installation, maintenance and repair of City storm drain, water and sewer systems, lines and equipment.  
Train and provide work direction and guidance to assigned personnel.  
Apply and explain various laws, codes, regulations, policies and procedures.  
Inspect and clean storm drain, water and sewer lines.  
Repair or replace valves, pipes, fittings and various other fixtures, parts and equipment.  
Troubleshoot, diagnose and resolve storm drain, water and sewer system problems and malfunctions.  
Operate a variety of heavy and light equipment including backhoes, loaders, graders, dump trucks, flushers and various hand and power tools.  
Observe health and safety regulations and procedures.  
Perform heavy physical labor.  
Understand and follow oral and written instruction.  
Meet schedules and time lines.  
Work independently with little direction.  
Prepare and compile various records related to work performed.  
Communicate effectively both orally and in writing.  
Help foster cooperative and effective working relationships with others.  
Perform mandatory stand-by duties and respond to emergency call-outs following City policies and procedures.  
Effectively represent the City in contacts with vendors, contractors, various governmental agencies, home owners, and the public.  
Meet the physical requirements necessary to safely and effectively perform required duties.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years increasingly responsible maintenance experience including work in the installation, maintenance and repair of water and sewer systems, lines and equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B driver's license.  
Water Distribution Operator Grade D2 certification.

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to fumes, dust, odors, gases.  
Emergency call-out.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of equipment.  
Sitting or Standing for extended periods of time.  
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.  
Bending at the waist, stooping, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to operate equipment and read a variety of materials.  
Hearing and speaking to exchange information.  
Climbing ladders.  
Heavy physical labor.

**HAZARDS:**

Subject to noise and fumes from equipment operation.  
Working around and with machinery having moving parts.  
Working at heights.  
Traffic hazards.  
Working in a cramped or restrictive work chamber.  
Infectious materials from wastewater.  
Chemical fumes.