

CITY OF ARCADIA

UTILITIES CREW SUPERVISOR

DEFINITION

Under direction, to lead and oversee utility maintenance crews; to participate in the more complex and difficult work of staff responsible for the maintenance, repair, installation, and construction of the water distribution pipeline system and associated appurtenances, meter reading, delinquent accounts, turn-ons and offs, customer complaints, and meter change outs; sewer and storm drain maintenance and cleaning; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Lead, plan, and review the work of staff responsible for the maintenance, repair, installation, and construction of the potable water distribution system and associated appurtenances; sewer and storm drain maintenance and cleaning; meter reading, delinquent accounts, turn-ons and offs, customer complaints, and meter change outs.

Plan, direct, and participate in skilled heavy construction equipment operation and skilled maintenance, repair, installation, and construction of pipelines, valves, and appurtenances.

Supervise the use of and operate variety of vehicles, tools, and equipment used in meter reading and replacement; repair, installation, and construction of water distribution systems and sewer and storm cleaning, including pick-up truck, dump truck, backhoe, vactor truck, crane truck, skiploader, heavy and light tapping machines, boring machines, jackhammer, and a variety of portable and bench-mounted power tools.

Estimate time, material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; assist in major project layouts.

Oversee and assist a heavy construction crew in the replacement of sewers, water mains, fire hydrants, gate valves, large domestic and fire water meters and water service piping, pumping plant and well piping and appurtenances.

Oversee and assist a leak crew in the location of underground facilities, excavation and repair of water main, fire hydrant and water service leaks.

Oversee and assist a gate valve crew in the operation, maintenance and repair of water main valves, fire hydrant control valves, flushouts and air release valves.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Install, repair, and clean storm drains, drainage ditches, and culverts.

Maintain an inventory of parts, tools, equipment, apparatus and supplies used in meter maintenance and repair.

Respond to public inquiries and complaints in a courteous manner; provide information within the area of meter reading and repair; resolve complaints in an efficient and timely manner.

Prepare water service manifolds and mark job locations for contractor assignments.

Handle turn-ons, turn-offs, delinquent accounts, and customer complaints.

Oversee meter reading operations and field meter repairs.

Ensure that safe work practices and procedures are followed.

Inspect construction and repair projects, including work performed by private contractors, as assigned.

Assist in the preparation of assigned budgets.

Remove old meters from job site after new meters have been installed by the contractor.

Facilitate contact with USA Dig Alert to assure advance notification and safety verification of each job site.

Train assigned employees including in the areas of work methods, techniques, and the use and operation of equipment; assist in employee appraisal.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable work methods; ensure adherence to safe work practices and procedures.

Ensure the adherence with applicable standards and specifications; maintain cleanliness of work area and tools.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Maintain records and prepare reports as necessary.

Investigate complaints concerning the water distribution system.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform the full range of duties in the assigned area of work.

Install, renew, and disconnect water services; repair service leaks; install and repair mains, laterals, valves, and fittings; install and repair hydrants; install backflow devices; read, replace repair, and rebuild water meters; relocate cathodic protection stations; turn on and off main line valves, hydrants, and fire service lines; install tanker meters to hydrants; exercise valves and hydrants.

Raise vault lids and value caps; form, pour, and finish concrete around hydrants in alleys and sidewalks and around meter boxes; lay asphalt; erect chain link and wooden fences; install and maintain irrigation systems; install shoring in ditches.

Drive vehicles to work sites; load vehicles on trailers and haul trailers to worksites; load material and debris into dump trucks and pick up trucks; drive trucks to work sites and dumping areas; unload materials and debris.

Set up traffic control equipment; direct traffic in the street during construction processes.

Perform safety and service inspections and preventive maintenance procedures on assigned trucks and equipment; steam clean, wash, and fuel equipment.

Pick up and deliver parts, supplies, materials, and mail; pull orders to issue warehouse supplies and tools; participate in warehouse inventories.

Read and work from maps, schedules, written work schedules, blueprints, and sketches; draw maps and record measurements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a water distribution system maintenance program; meter reading and annual meter repair program; and sewer collection maintenance program.

Principles of lead supervision and training.

Operational characteristics of specialized water distribution system maintenance equipment.

Knowledge of:

Practices, methods, equipment, tools, and materials used in the maintenance and repair of water distribution system equipment; and the overhaul, repair of water meters.

Occupational hazards and standard safety precautions necessary in maintenance and repair work.

Principles and procedures of record keeping and reporting.

Modern office practices, methods, and computer equipment.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a wide variety of equipment and tools used in water distribution system maintenance, repair, installation, and construction in a safe and effective manner including sewer-cleaning equipment.

Test, repair, and replace water meters and auxiliary equipment.

Operate a motor vehicle safely.

Perform heavy manual labor for extended periods of time in all types of weather.

Ability to:

Plan, organize, and review the work of maintenance staff in the area of work assigned.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult water distribution system maintenance and repair duties in the area of work assigned.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Read, interpret, and apply a technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Prepare and maintain accurate and complete records.

Ability to:

Prepare clear and concise reports.

Perform minor repairs and adjustments to equipment and tools.

Respond to requests and inquiries from the general public.

Diagnose and troubleshoot meter problems.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Five years of experience in the performance of specialized construction, repair, and maintenance work involved in the installation, construction, and maintenance of water distribution system pipelines, valves, and appurtenances.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training courses in water technology.

License or Certificate:

Possession of, or ability to obtain, a valid class "A" drivers license.

Possession of a Water Distribution Operator, Grade III Certificate issued by the California Department of Health Services OR a Grade III Collection System Maintenance Certification Certificate issued by the California Water Environmental Association.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 100 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

Effective Date: March 2006