

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER UTILITY CREW LEADER

PERSONNEL COMMISSION APPROVAL: (REVISED)
COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: TBD
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under general supervision, oversees the work of crews in the maintenance and repair of the City's water distribution system, water meter, municipal billing and customer service program, or water production and storm drain pumping systems.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Water Utility Supervisor

Supervises: Skilled and non-skilled craft, service/maintenance, and/or administrative support personnel

DISTINGUISHING CHARACTERISTICS

The Water Utility Crew Leader differs from the Lead Water Utility Worker in that the former serves as a working supervisor who monitors and oversees the work of the section and crews. The Lead Water Utility Worker is responsible for coordinating and assigning the daily activities of other crewmembers.

EXAMPLES OF ESSENTIAL DUTIES

- Assists in planning and scheduling the operations of crews
- When assigned to water distribution maintenance, oversees the work of skilled and service/maintenance employees engaged in installing and maintaining water mains, valves, fire hydrants, water services, and other appurtenances, locating and marking water mains, shutting down mainlines for maintenance or emergency repairs, servicing hydrants, exercising valves and other maintenance procedures
- When assigned to water production, oversees the work of skilled employees engaged in installing, maintaining, and repairing water production and storm drain pumping systems

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- When assigned to water distribution meters and customer service, oversees the work of skilled, maintenance/service, and administrative support employees engaged in water meter reading, municipal billing, customer service, and meter repair
- Works with lead workers in delegating work assignments to employees; monitors and follows up on work assignments to resolve problems and assure timely completion of assignments; prepares and maintains records on the status of work in progress and the performance of crews and individual crew members
- Trains employees in skills, proper maintenance techniques and safe work practices; evaluates work, and recommends disciplinary action; conducts performance appraisals
- Performs periodic safety inspections; identifies and corrects safety hazards; schedules and coordinates preventive maintenance projects on a regular basis
- Coordinates with City officials, contractors and other agencies in planning and performing work assignments
- Assists in scheduling and planning the operations of the crews; maintains inspection and repair records
- Oversees all work in progress to ensure quality, timeliness and safety; schedules and coordinates projects
- Evaluates work projects to assess staffing, equipment and time requirements; prepares action formats to complete assignments in accordance with directed priorities
- Provides input during the budget process and monitors the operating budget for area of responsibility;
- Maintains inventory of necessary parts and equipment; selects and requisitions necessary equipment and related supplies
- Depending on assignment, may enter into confined spaces, using self-contained breathing apparatus when necessary
- Depending on assignment, may coordinate program activities related to the Municipal Billing Process
- Responds to emergency calls for service on a call-out basis, and works outside of normal business hours, as needed.
- Reports to work as scheduled; maintains a regular and consistent attendance record
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

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MINIMUM QUALIFICATIONS

Knowledge of:

- Municipal water distribution, production, or metering systems
- Water maintenance laws, rules, regulations, procedures and techniques including California drinking water regulations and California Department of Public Health (CDPH) drinking water program requirements
- Machinery, equipment, and tools needed to perform water distribution, production, or metering system maintenance and repair work
- Occupational hazards and safety practices applicable to water distribution, production, or metering system maintenance operations
- Traffic safety laws and regulations and proper vehicle operations
- Budgeting and supervisory practices
- Equipment safety policies and procedures
- Depending on assignment, Supervisory Control and Data Acquisition (SCADA) systems, integrated systems of smart meters, communications networks, and data management systems which enable two-way communication between utilities and customers effectively and efficiently, Advanced Metering Infrastructure (AMI)

Ability to:

- Schedule and prioritize staffing and project timelines
- Assign and oversee work of other employees, monitor and evaluate work progress
- Research and gather information related to vendors, contractors, equipment and supplies and make recommendations to supervisor
- Resolve day-to-day questions/problems regarding personnel, equipment, materials, methods, and procedures needed to complete projects
- Maintain accurate records; use hand and power tools; operate personal computer and standard software applications
- Read and provide input on submitted water plans during review
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Respond to emergency situations within a reasonable timeframe

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- Depending on assignment, safely operate water trucks and/or heavy equipment
- Depending on assignment, oversee the successful resolution of AML, billing, meter reading and related customer service issues

Education: High school diploma or equivalent certificate.

Experience: Five (5) years' water distribution or production system operations experience, meter repair, or customer service and municipal billing, including two (2) years of lead or supervisory experience.

Certifications/License:

- Possession of a valid California Class C driver license and an acceptable driving record are required at the time of appointment and throughout employment
- A valid California Class A or B driver license required within six months of appointment for water distribution maintenance and water production assignments
- A valid California Class A driver license with a tanker endorsement desirable for the water distribution meters and customer service assignment
- State of California Water Resource Control Board Distribution Operators Grade 3 (or higher) is required at the time of appointment and throughout employment. For water distribution meters and customer service assignment, this may be substituted by Level 1 Water Conservation Practitioner certification issued by the American Water Works Association (AWWA) at time of appointment plus State of California Water Resource Control Board Distribution Operator Grade 2 (or higher) within 12 months of appointment and throughout employment
- State of California Water Resource Control Board Water Treatment Operator Grade 2 (or higher) is required at time of appointment and throughout employment for water production assignment

SPECIAL CONDITIONS:

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work, shall be required to participate in the DMV Employer Pull Notice Program.

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to drug and alcohol testing.

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Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed both indoors and outdoors. General office work involves the use of a computer keyboard and related equipment, sitting, standing, walking, climbing, stooping, crouching, twisting, bending, pushing, pulling, reaching, grasping, lifting and moving tools and equipment. When work is performed outdoors, there may be full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, dangerous machinery, hazardous chemicals, and potentially infectious diseases. Most assignments perform moderate to heavy work, with a frequent need to stand, sit, stoop, walk, climb and balance, work in confined spaces, lift heavy objects (up to 100 pounds, with assistance) and perform physical activities during the course of the workday. When necessary, the individual assigned must utilize approved safety equipment and protective gear, including, but not limited to, steel-toed boots, hard hat, safety vest, eye protection, and/or hearing protective devices, as needed.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Est. April. 2006

Rev. March 2011/jd