

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: WASTEWATER OPERATIONS LEADWORKER

**PERSONNEL COMMISSION APPROVAL:** MARCH 20, 2019 *(Revised)*

**COUNCIL APPROVAL:** DECEMBER 2001

**JOB CODE:** 0404

**EMPLOYMENT STATUS:** REGULAR FULL-TIME

**UNIT REPRESENTATION:** MEA

**FLSA STATUS:** NON-EXEMPT

#### **JOB SUMMARY**

Under general supervision, performs a variety of skilled and semi-skilled tasks in the maintenance of the City's wastewater systems.

#### **SUPERVISION RECEIVED**

Reports to: Wastewater Operations Supervisor

#### **DISTINGUISHING CHARACTERISTICS**

Wastewater Operations Leadworker is an advanced journey-level position in the Wastewater Operations job series. Wastewater Operations Leadworker differs from Wastewater Operations Crewleader in that Wastewater Operations Leadworker is responsible for coordinating and assigning the daily activities of other crewmembers while the Wastewater Operations Crewleader serves as the working supervisor to monitor and oversee the work of the crew.

#### **EXAMPLES OF ESSENTIAL DUTIES**

- Assists the Crewleader/Supervisor in the planning and scheduling of overall work projects
- Assigns work to employees in crew; trains employees in work assignments and safe work practices
- Maintains, cleans and repairs sewage collection lines, manholes, lift stations and other sewage facilities and equipment
- Responsible for the surveillance, monitoring and minor repair of stationary equipment such as lift stations
- Maintains daily records of operation and maintenance of stationary equipment
- Operates portable pumps, ventilators, generators, pneumatic tools, gas detectors and similar portable equipment
- Performs field maintenance of equipment to assure its proper operation

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- Responds to complaints concerning sewer odors, sewer blockages, noisy manhole covers and makes corrections or recommendations
- Operates hydro-cleaner, combination vacuum and jetter truck, utility trucks or other similar vehicles
- Responsible for traffic control, proper safety procedures and reading and interpreting sewer atlas
- Supports and actively promotes the City's safety programs; performs periodic safety inspections; identifies and corrects safety hazards
- Assists with periodic safety inspections identifies and corrects safety hazards
- Reports to work as scheduled; maintains a regular and consistent attendance record
- Responds to emergency calls for service on a call-out basis, and works outside normal business hours as needed
- 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.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

##### **Knowledge of:**

- Municipal wastewater systems
- Equipment safety policies and procedures
- Wastewater maintenance procedures and techniques
- Traffic safety laws and regulations and proper vehicle operations
- Machinery, equipment and tools necessary for the maintenance and repair of public wastewater systems
- Occupational hazards and safety precautions applicable to operation of various types of heavy equipment
- Camera inspection and related equipment

##### **Ability to:**

- Perform journey-level maintenance and repair work in support of the City's wastewater operations
- Assign and lead work of other employees
- Read and follow work orders and instructions

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- Safely operate sewer cleaning trucks, vacuum trucks, camera inspection equipment, water trucks, generators, and other heavy equipment
- Perform a variety of maintenance tasks using hand and power tools
- Troubleshoot and solve basic mechanical and electrical problems
- Read and interpret maps and basic blueprints
- Understand and interpret telemetry monitoring devices and electrical systems
- Follow safety practices and recognize hazards
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work

**Education:** High school diploma or equivalent.

**Experience:** Three years' experience in the maintenance, repair and construction of wastewater systems.

#### **Certifications/License:**

A valid California Class B driver license with an acceptable driving record required by time of appointment and during course of employment

Grade 2 Wastewater Collection Certificate issued by the California Water Environment Association (CWEA) required

#### **SPECIAL CONDITIONS**

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

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.

**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.

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#### **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 primarily performed outdoors (field work) with exposure to the weather and may also include contact with hot and cold surfaces, loud noises from equipment and vehicle engines, vibrations, working in close proximity to moving mechanical parts (mechanical hazards), electrical current (electrical hazards), vehicular traffic and confined spaces. Exposure to potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. Exposure to chemicals including but not limited to, volatile organic compounds, fertilizers and non-restricted pesticides, gasoline, diesel, motor oil, grease, ammonia, bleach, cleansers. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces; requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend; requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools, from overhead to the ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 to 100 pounds with the use of proper equipment or assistance. Requires hand, arm, and upper body strength to operate power equipment. Required to wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, chain saw chaps, and steel-toed shoes. May be required to work at heights above ground level or in confined spaces. Incumbent may be required to respond to after-hours emergencies within a reasonable time period.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. Dec. 2001  
Rev. Dec. 2010 JD  
Rev. Feb. 2019 JD

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