

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WATER DISTRIBUTION MAINTENANCE LEADWORKER**

**PERSONNEL COMMISSION APPROVAL: MARCH 20, 2019**    *REVISED*  
**COUNCIL APPROVAL: DECEMBER 2001**

**JOB CODE: 0379**  
**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 water transmission and distribution systems.

**SUPERVISION RECEIVED**

Reports to: Water Distribution Supervisor

**DISTINGUISHING CHARACTERISTICS**

Water Distribution Maintenance Leadworker is an advanced journey-level position in the Water Distribution job series. Water Distribution Maintenance Leadworker differs from Water Distribution Maintenance Crewleader in that Water Distribution Maintenance Leadworker is responsible for coordinating and assigning the daily activities of other crewmembers while the Water Distribution Maintenance 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; ensures adherence to project schedules
- Maintains and repairs various components of the water distribution system, including installing and maintaining water valves, mains, services, air-vacs, blow-offs, pump outs, meters, and related appurtenances; locating and marking water mains; shutting down mainlines for maintenance or emergency reasons; servicing hydrants, exercising valves, main line flushing, and other procedures as required
- Operates portable pumps, ventilators, generators, jackhammer and other pneumatic tools, gas detectors and similar portable equipment

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- Maintains files on scheduled maintenance or repair work to be performed and records of all work completed
- Responsible for traffic control, proper safety procedures and reading and interpreting water atlas and record drawings
- 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 working hours as needed
- Supports and actively promotes the City's safety programs; performs periodic safety inspections; identifies and corrects safety hazards
- 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:**

- Water maintenance laws, rules, regulations, procedures and techniques including California drinking water regulations and California Department of Public Health (CDPH) drinking water program requirements
- National Pollutant Discharge Elimination System Best Management Practices
- Municipal water distribution systems
- Equipment safety policies and procedures
- Machinery, equipment and tools necessary for the installation, maintenance and repair of a public water system
- Occupational hazards and safety precautions applicable to maintenance and repair work in a potable water system, including trenching and shoring and confined space regulations
- Traffic safety laws and regulations and proper vehicle operations

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

- Perform journey-level maintenance and repair work in support of the City's water transmission and distribution systems
- Assign and lead work of other employees
- Read and follow work orders and instructions

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- Safely operate vehicles and heavy equipment, including but not limited to dump trucks, backhoes, forklifts, vacuum trucks, water camera inspection equipment, water trucks, and generators. Performs a variety of maintenance tasks using hand, pneumatic, and power tools
- Troubleshoot and solve basic mechanical and electrical problems
- Read and interpret maps and basic blueprints
- 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
- Travel to offsite locations within a reasonable timeframe
- Use personal computers and office software, including word processing and spreadsheet applications

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

**Experience:** Three years' experience in the maintenance, repair and construction of water distribution, storage, treatment or related systems

**Certifications/License:**

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

Grade 3 Water Distribution Operator Certificate issued by the California State Water Resources Control Board 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 pounds 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.

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