



JOB DESCRIPTION

Senior Water Distribution Lead Worker

Date Prepared: November, 2021

SUMMARY: Under general direction plans, coordinates, supervises, and directs the construction and maintenance of water field and meter services; performs a variety of water field and meter services duties; may serve as Acting Water Distribution Supervisor in their absence; performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Supervise daily water distribution, meter services, maintenance operations, construction services, and emergency services.
- Handle customer service issues effectively and courteously.
- Meet with customers to evaluate complaints and address the issues to resolve the complaint.
- Inspect meter boxes, lids, and meters to ensure proper maintenance and functionality.
- Prepare and present a variety of reports to supervisor and management.
- Locate and read meters, when required.
- May operate a variety of heavy power-driven construction and maintenance equipment.
- Investigate leaks and report service interruptions.
- Turn water service on and off.
- Conduct staff meetings and instruct staff in safety procedures.
- Conduct employee evaluations; prepare and present verbal and written discipline reports, as necessary; promote teambuilding.
- May cross-train with other divisions.
- Coordinate with City Billing and Finance Department
- Participate in establishing department operating procedures.
- Contribute information for preparation of annual budget.
- Interact with contractors, subcontractors, developers, and utilities on job sites.
- Assist in training water and meter service crews and coordinate safety meetings.
- Attend meetings and conferences, as necessary.
- Ensure supervisor is informed of problems or unusual developments within the division.
- May participate in emergency call duty on a rotation basis, at the District's discretion.
- Utilizes computer software programs competently.
- Ensure compliance with federal, state, and local regulations.
- Ensure that meters are flow tested.

MINIMUM QUALIFICATIONS:**Education, Training and Experience Guidelines:**

High school diploma or GED equivalent, SUPPLEMENTED BY advanced water treatment or distribution classes, AND a minimum of four years of experience in water operation and maintenance; a minimum of two years of experience in a supervisory or lead capacity is required.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Must possess a California Department of Public Health (CDPH) Water Treatment Operator Grade 2 Certificate.
- Must possess CDPH Water Distribution Operator Grade 3 Certificate.

Knowledge of:

- Methods, materials, and equipment used in water systems construction maintenance, repair, and inspection.
- Methods, materials, and tools used in the maintenance of water meter services.
- Pertinent laws, codes, and safety orders covering water service construction work.
- Principles of water meter operation.
- Principles and procedures involved in planning major water service and main line installations.
- Water distribution facilities, tools, and equipment.
- Methods, materials, and equipment used in engineering, construction, inspection, and maintenance of a water system.
- Geography of the District and location of meters.
- Supervision and training methods.
- Safety procedures and precautions used in water service work.
- Basic record-keeping and report writing practices.
- Basic computer skills and standard software.
- Budget preparation and expenditure control.
- Principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods.
- Principles and practices associated with welding.

Skill in:

- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Analyzing situations accurately and make effective recommendations.
- Interpreting plans, specifications, drawings.

- Using Computer Maintenance Management Systems (CMMS); Sedaru, MUNIS, Neptune N-Sight and 360 Meter Management and the City's GIS platform.
- Inspecting, operating, and diagnosing problems.
- Performing preventative maintenance on related equipment.
- AMR (Automated Meter Reading) and AMI (Automated Maintenance Infrastructure) data acquisition
- Interpreting and applying various federal, state, county, and district codes, regulations, and ordinances pertinent to water quality standards.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an outdoor and indoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools or controls; and lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical hazards. Incumbent wears personal protection- protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date