

CITY OF SANTA CRUZ WASTEWATER MAINS FIELD CREW LEADER

Reports to Wastewater Mains Manager

Supervises Wastewater Mains Maintenance Trainees, Wastewater Mains Maintenance

Workers, Senior Maintenance Workers, Wastewater Mains Mechanical

Technician II, and Utility Maintenance Technician as assigned

Bargaining Unit Supervisory

DEFINITION:

Under direction, supervises and actively participates in all routine wastewater/flood control maintenance activities, including construction, maintenance and repair of the City's wastewater/stormwater collection systems, assists Wastewater Mains Supervisor in planning, scheduling and coordinating the work of various Wastewater Mains/Flood Control crews and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Wastewater Mains Field Crew Leader is a working supervisor responsible for coordinating the work of the various Wastewater Mains/Flood Control crews. The Wastewater Mains Field Crew Leader differs from the Wastewater Mains Supervisor in that the latter is responsible for the overall supervision, coordination of work, supervision of higher level staff and management of special projects within the Wastewater Mains Division. The Wastewater Field Crew Leader is distinguished from the lower level Wastewater Mains Senior Maintenance Worker classification in that the incumbent performs the most complex duties related to the installation, maintenance and repair of the wastewater/stormwater collection system that require an advanced level of skill and may operate heavy equipment or supervise others in such operation. The work requires specialized knowledge of tools, equipment and techniques used in the maintenance and repair of wastewater/stormwater collection systems and the ability to coordinate and direct the work of subordinate crews.

TYPICAL DUTIES: (May include, but are not limited to the following):

- Provides first line supervision, and participates in, the regular inspection, installation, maintenance and repair of wastewater/stormwater and leachate collection and pumping facilities and related equipment to insure proper maintenance and operation.
- Coordinates, schedules, directs, and controls the activities of all division crews while in the field.
- Trains staff members in all aspects of job performance; assists in or independently performs the evaluation and discipline of crewmembers.
- Effectively troubleshoots complex maintenance and repair issues and develops solutions or makes recommendations.
- Makes recommendations to the Wastewater Mains Manager concerning work that must be performed by a contractor and arranges for such work as approved.

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- Supervises others, and/or participates in, the installation, service and/or maintenance of a variety of collection system equipment such as pipelines, valves and other related equipment.
- Uses and trains others in the use of a variety of mechanic, welding, plumbing and machinist's tools to fabricate, rebuild, strengthen and maintain various parts and pieces of equipment as necessary.
- Oversees the completion of work records and preventative maintenance records as required.
- Orders supplies and materials as needed.
- May perform or supervise others in the performance of rough and finish carpentry work; building from blueprints and drawings as needed for repair or remodel of City facilities.
- Assists the Wastewater Mains Supervisor in the planning, scheduling and coordinating of wastewater mains/flood control maintenance work crews.
- Provides lead direction to division personnel in routine work assignments or special work projects as assigned by supervisor.
- May perform any of the regular mains maintenance and construction duties as needed and assigned including rodding, hydro-cleaning and video inspection of wastewater mains.
- Performs and oversees confined space entry involved in the maintenance and repair of wastewater/stormwater collection systems and pumping facilities, utilizing respiratory protection equipment and atmospheric testing devices.
- Prepares various reports as assigned: utilizes and maintains related computer programs and data bases.
- Performs the duties and responsibilities of the Wastewater Mains Manager in his/her absence.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. The ability to lift, carry and push tools, equipment and supplies weighing up to 95 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals and air contaminants, vibration and moving objects, such as rotating overhead cranes, may be exposed to gasoline when fueling vehicles, and will work at heights of up to 30 feet when inspecting equipment. The nature of the work may also require the incumbent to work in confined spaces, climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and work in heavy vehicle traffic conditions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination of education and experience that has provided the required knowledge, skills and abilities may be qualifying. A typical way of obtaining the required qualifications is high school graduation or tested equivalent and four years of progressively responsible experience related to the operation, installation, maintenance, and repair of wastewater/stormwater collection systems and related equipment and some supervisory or lead-worker experience.

Licenses/Certificates:

- Possession of a valid California Class C driver's license and a safe driving record. Possession
 by the end of the probationary period and continued maintenance of a valid California Class B
 driver's license with proper endorsements.
- Basic first aid and CPR certification and ability to obtain and maintain respiratory requirements.
- Possession of a California Water Environment Association (CWEA) Grade II certification and ability to obtain a Grade III certification within two (2) years of appointment.

KNOWLEDGE/SKILLS/ABILITIES:

Thorough knowledge of:

- full range of techniques, equipment and materials used in the construction, installation. cleaning, maintenance and repair of wastewater and storm water collection systems, including all related equipment and pumping systems.
- the Construction Safety Orders (C.S.O.) issued by the State Division of Industrial Safety.
- shoring principles and methods.
- confined space entry procedures.
- safety practices and procedures used in wastewater and storm water collection system maintenance.

Working knowledge of:

- basic principles and practices of supervision and training.
- work related safety requirements, procedures and practices.
- wastewater and stormwater collection operations, including piping and operation principles of pumps and motors.
- wastewater collection mathematics including terms, definitions, measurements, formulas, basic mathematical principles and simple algebraic formulas.
- mechanical and hydraulic principles.
- basic principles and practices of the National Pollutant Discharge Elimination System (NPDES) as related to wastewater and storm water collection and pumping systems.
- General Industry Safety Orders, Title VIII (G.I.S.O.)

Ability to:

- supervise, coordinate, lead and direct the work of various small crews.
- effectively and safely operate pneumatic hammers, air compressors and other small equipment related to the construction and maintenance trades; perform maintenance and repairs on tools and equipment.
- effectively and safely operate construction equipment which may include backhoes, wheel and track front end loaders, trucks, line rodders and other similar equipment.
- read and interpret engineering plans, sketches, diagrams, drawings, construction markers, specifications, technical manuals, and regulations.
- safely handle and dispose of toxic materials in accordance with City regulations and division guidelines.
- take accurate measurements and perform basic mathematical calculations.

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- prepare and maintain accurate paperwork such as records, logs, orders, surveys and routine reports.
- work in underground confined space and use atmospheric testing devices.
- observe safety principles and work in a safe manner; train staff in safety methods.
- schedule, coordinate, assign, train and direct the work of others.
- establish and maintain effective working relationships and act in a courteous and diplomatic manner with members of the public.
- work effectively independently or as a member of a crew.
- collect wastewater samples and perform related testing as required.
- perform utility locates as necessary.
- perform complex plumbing, masonry, and rough carpentry.
- interpret principles, practices and techniques in the field pertaining to wastewater and storm water collection.
- use a computer for word processing and database maintenance.
- communicate effectively, both orally and in writing.
- follow oral and written instructions.
- recognize unusual and/or dangerous operating field conditions and make sound judgments within established guidelines.

Other Requirements:

- must be clean shaven at all times as required to wear respiratory protection equipment.
- must reside within 30 minute response time by end of probationary period.
- willingness to perform callback work, which may include holidays, weekends, and evenings and on-call duty on a rotating basis as required.
- willingness to wear a uniform.

DESIRABLE QUALIFICATIONS

- Knowledge of the techniques, equipment and materials used in the maintenance and repair of sewer lines.
- Skill to perform fabrication welding with arc and gas welding equipment.
- California Class A driver's license.

Classification No.: 409
Date of Issue: 11/09
Supersedes: 3/06