



**CITY OF SANTA CRUZ  
WATER DISTRIBUTION CREW LEADER III/IV**

<b>Reports to</b>	Water Distribution Field Supervisor IV/V-CDO or Water Distribution Superintendent
<b>Supervises</b>	Senior Water Distribution Operator and Water Distribution Operators I-OIT/II/III
<b>Bargaining Unit</b>	Supervisory

**BASIC FUNCTION**

Under direction, supervises and actively participates in the work of a crew performing assignments in the construction, maintenance, and repair of City water distribution systems, streets, and sidewalks; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Water Distribution Operator Field Crew Leader series is alternately staffed with Water Distribution Crew Leader III and Water Distribution Crew Leader IV. This classification provides supervision and is responsible for coordinating the work of a Water Distribution Section field crew as well as participating in water distribution maintenance activities. Incumbents perform the most complex duties related to the installation, maintenance, and repair of the water distribution system and may operate heavy equipment or supervise others in such operation. The work requires the application of specialized knowledge of the tools, equipment, and techniques used in the Water Distribution Section and the ability to coordinate and direct the work of subordinates. Incumbents will also be assigned to on-call duty on a rotating basis and are subject to call-back for after hour emergencies.

The Water Distribution Crew Leader III is the fully trained first journey level and introductory supervisory classification in the series and is distinguished from the Senior Water Distribution Operator by routinely providing supervisory duties to a field crew and only driving heavy equipment on occasion. Incumbents supervise and perform a broad range of duties in the basic construction, maintenance, and repair of the water distribution system.

Water Distribution Crew Leader IV is the fully trained advanced journey level and supervisory classification in the series. This classification is distinguished from the Water Distribution Crew Leader III by advanced knowledge, 2 years of supervisory experience, and a D4 certification from the California Department of Public Health (CDPH). Incumbents supervise and perform a broad range of duties in the basic construction, maintenance, and repair of the water distribution system.

**City of Santa Cruz**  
**Water Distribution Crew Leader III/IV**

**TYPICAL DUTIES** *(May include, but are not limited to, those duties below.)*

- Supervises all activities of a water distribution maintenance crew; coordinates, schedules, directs and controls crew activities while in the field; trains crew members in all aspects of job performance; assists in or independently performs the evaluation and discipline of crewmembers.
- Receives and communicates daily assignments.
- Effectively resolves on-the-job problems as they occur; troubleshoots complex maintenance and repair issues and develops solutions or makes recommendations.
- Responsible for ensuring the safety of the workers, equipment and public at a work site.
- Responsible for the crew's effective interaction with the public, other crews, and outside construction or maintenance workers.
- Determines quantities and types of materials, tools, equipment and labor needed to complete assigned projects; arranges for the delivery or pick-up of supplies.
- Maintains daily logs and records of work performed and materials used; completes work orders and routine reports as required; utilizes and maintains related computer programs and data bases
- Performs water quality field tests and collects water quality samples.
- Directs crewmembers in the flow testing of hydrants, the location and marking of existing water mains, meters, valves and other facilities for City crews and independent contractors using a sonic and/or magnetic pipe locator, and, the performance of various water quality field tests.
- Performs any and all duties performed by Water Distribution maintenance workers, including installing, connecting, relocating, and replacing new water mains, service lines, valves, pumps, meter boxes and fire hydrants; cutting and fitting pipes and making taps; safely setting placement of traffic control devices; digging, widening and backfilling trenches and other excavations; and, performing street and sidewalk repairs.
- Operates equipment such as backhoes, wheel and track front-end loaders, and large trucks and may perform field maintenance on heavy equipment and related vehicles.
- Performs the more complex maintenance and repair of tools and equipment.
- Tactfully responds to questions and comments from the public.
- Conducts leak surveys by operating electronic leak detection equipment and completing logs, orders, and records
- Performs water related infrastructure locates with electronic locating equipment and complete related work orders.
- May perform arc and gas welding in the cutting, repair, or fabrication of equipment, tools, parts and fixtures.

**ENVIRONMENTAL AND 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 75 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather

**City of Santa Cruz  
Water Distribution Crew Leader III/IV**

conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, and air contaminants. The nature of the work may also require the incumbent to 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**

**Knowledge:**

- Techniques, equipment, and materials used in the installation, maintenance, and repair of water mains, meters, valves, pumps, motors, hydrants, services, and related facilities.
- Techniques, equipment, and materials used in the maintenance and repair of streets and sidewalks.
- City and Best Management Practices which address regulatory requirements.
- Proper methods and techniques of water quality sampling and field testing.
- Current principles, practices, and regulations related to water distribution systems.
- Proper use and care of common hand tools.
- Safety principles related to traffic control, trenching and shoring, confined space entry, and the safety procedures for operating equipment and power tools.
- Basic principles and practices of supervision and training.
- Water distribution operation, including piping, sources of supply, water quality, disinfection, water-related electricity, and the operation principles of pumps and motors.
- Water distribution mathematics, including water terms and definitions, water measurements, water pressure, formulas, and units and conversion factors, and basic mathematical principles, including fractions, decimals, proportions, measurements and simple algebraic formulas.
- Mechanical and hydraulic principles.

**Abilities:**

- Supervise, coordinate, and direct the work of a small crew; effectively and appropriately train, evaluate and discipline crewmembers.
- Safely and effectively operate construction equipment such as backhoes, wheel and track front-end loaders, trucks, and truck-trailer combinations.
- Safely perform heavy manual labor (which involves frequent bending, pulling, pushing, lifting, and carrying of up to approximately 75 pounds).
- Safely operate power tools and equipment related to the construction maintenance trades; perform maintenance and repairs on tools and equipment.
- Safely handle hazardous materials.
- Collect various water quality samples and perform related distribution-related water quality tests
- Perform utility locates and leak detection surveys with electronic equipment.

**City of Santa Cruz**  
**Water Distribution Crew Leader III/IV**

- Perform complex plumbing and masonry, and rough carpentry.
- Prepare and maintain accurate paperwork such as records, logs, orders, surveys and routine reports.
- Interpret and apply the principles, practices and techniques pertaining to water distribution operations.
- Read and interpret engineered plans, sketches, drawings, diagrams, construction markers, specifications, technical manuals, and regulations.
- Use a computer for word processing and database maintenance.
- Communicate effectively, both orally and in writing.
- Follow oral and written instructions.
- Take measurements and perform mathematical calculations.
- Observe safety principles and work in a safe manner.
- Recognize unusual or dangerous operating conditions and make sound judgments within established guidelines; effectively resolve technical problems.
- Work effectively independently and as a member of a crew.
- Establish and maintain effective working relationships and act in a courteous and tactful manner with members of the public.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

*Water Distribution Crew Leader III*

- High school degree or G.E.D.
- Some supervisory experience within a Water, Wastewater, or related department.
- Successful completion of City of Santa Cruz's Supervisory Training (2008 or later) program is accepted in lieu of some supervisory experience.

*Water Distribution Crew Leader IV*

- High school degree or G.E.D.
- 2 years supervisory experience within a Water, Wastewater, or related department.
- Successful completion of City of Santa Cruz's Supervisory Training (2008 or later) program is accepted in lieu of some supervisory experience.

**LICENSES/CERTIFICATES**

- Must obtain and maintain a valid California unrestricted class A driver's license with tanker endorsement<sup>1</sup> within six months of hire.
- Must possess at time of appointment and continue to maintain a Water Distribution Operator's Certificate from the CDPH for each of the following positions:
  - Water Distribution Crew Leader III: Grade III (D3)
  - Water Distribution Crew Leader IV: Grade IV (D4)

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<sup>1</sup> The salary for this classification includes compensation for the CA class A driver's license with tanker endorsement; therefore, no separate, additional pay applies.

**City of Santa Cruz**  
**Water Distribution Crew Leader III/IV**

**OTHER REQUIREMENTS**

- Must reside within a 30 minute response time by the end of probationary period.
- Successful completion of training as a forklift operator and training in trenching and shoring techniques within one year of appointment.
- Willingness to perform on-call duty assignment and callback work as assigned, which may include holidays, weekends, and evenings.
- Willingness to wear a uniform.

**DESIRABLE QUALIFICATIONS**

- Certification in First Aid and C.P.R.

Classification No.: 355/356  
Date of Issue: 11/09  
Supersedes: 03/02

**Career Ladder**

Deputy Director/Operations Manager  
Superintendent of Distribution  
Water Distribution Supervisor V-Chief Distribution Officer  
Water Distribution Supervisor IV  
*Water Distribution Crew Leader IV*  
*Water Distribution Crew Leader III*  
Senior Water Distribution Operator  
Water Distribution Operator III  
Water Distribution Operator II  
Water Distribution Operator I-Operator-in-Training