



Utility Operations Crew Chief

DEFINITION:

Leads, oversees, organizes and participates in the work of an assigned crew(s) responsible for performing maintenance operation, repair, replacement, construction, and system(s) improvement work on District wastewater and potable water systems. This includes installation of new water and sewer facilities, preventative maintenance and cleaning of water and sewer facilities, repair of damaged water/sewer mains and lines, and maintenance of records of various maintenance activities, use of appropriate traffic control devices.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff and seasonal workers.

CLASS CHARACTERISTICS:

This is an advanced journey-level position, responsible for assigned maintenance crew(s) in construction and maintenance of wastewater and potable water systems. Incumbents in this classification both lead and, as necessary, participate in the actual work performed in the field.

This class is distinguished from that of Maintenance Worker and Equipment Operator series through its primary responsibility for prioritizing and leading a designated maintenance function and crew(s) assigned to tasks in that functional area, complexity of duties assigned, independence of action taken, and by the amount of time spent performing the duties. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

- Leads, plans, trains, organizes, reviews, and directs the work of assigned crew(s) engaged in the maintenance of wastewater and potable water systems.
- Supervises the use of and operate various equipment including a truck, jet rodding and vacuum truck, dump truck, backhoe/loader, boring equipment, shoring materials, excavator and hand tools.
- Train assigned employees in their areas of work in wastewater and potable water systems maintenance methods and techniques, safety practices, and in the assembling and use of equipment.
- Leads and participate in the installation, replacement and repair of sewer mains and lines; participate in the clearing and replacing of taps; oversee the cleaning of sanitary sewer mains; oversee the installation and repair of manholes.
- Locates sewer or water mains and lines by utilizing probes; dig up sewer lines as necessary; unstop sewer lines with the use of high-pressure equipment; locate utility lines using probes and by hand-digging as necessary.
- Leads and participates in infiltration control of sewer utility lines.

- In accordance with project or program goals, establish work priorities. Inspect work in progress and on completion.
- Ensures employees are doing tasks correctly and safely while working with assigned crew members and the surrounding public.
- Creates, manages, and completes work orders on Lucity (asset management system).
- Estimates time, materials and equipment required for jobs assigned; requisition materials as required.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with the applicable standards and specification.
- Drives trucks of various sizes and weights in the loading, hauling and unloading of equipment, gravel, sand, concrete, and base rock.
- Assists in the development of departmental standard operating procedures and emergency response policy and procedures for utility maintenance operations.
- Organize personnel, material and equipment necessary to perform work; and maintain adequate inventories of material and equipment.
- Assists in developing product specifications and in maintaining effective working and liaison relationship with purchasing operations in area of assigned function.
- Works with outside contractors in a professional manner.
- Conducts inspections of assigned areas and submit recommendations as to maintenance work needed.
- Responds to inquiries and complaints from the public and other interested parties in a courteous manner; resolve complaints in an efficient and timely manner; and coordinate activities with other District departments and other applicable agencies such as Placer County Department of Public Works, gas and electric utilities, etc. for projects in assigned work area.
- Maintains a level of personal grooming and physical fitness needed to comply with all job-related state and federal safety laws.
- Uses all personal protective equipment required by state and federal law.
- Must be able to meet all occupational health and safety standards and requirements dictated by local, state and federal law.
- Assists, prepares, writes, and/or files: reports, documentation, correspondences, and/or other submittals per regulatory agencies and/or for District.
- Must be able to move snow with equipment and tools.
- Expected to work standby duty on a rotational basis after completing twelve-month probationary and training period and expected to respond in emergency situations.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Equivalent to completion of the twelfth (12th) grade. Five (5) years of experience in operation, maintenance, and construction activities related to area of assignment; two (2) years leadwork of a crew and six months backhoe experience with demonstrated ability and knowledge.

KNOWLEDGE OF:

- Operations and services of a potable water distribution and wastewater collections systems.
- Principles of lead work supervision, safety, and training.
- Principles of preventative maintenance.

- Occupational hazards and standard safety practices necessary in area of work assigned.
- Equipment, methods, procedures, and materials used in the construction, installation, repair, maintenance, and/or cleaning of wastewater and water mains, lines, water meters, and related facilities; pipefitting and cement work.
- Principles and practices of system inspection.
- The operation and maintenance of a variety of motorized equipment; methods, tools and equipment used in street, wastewater and water utility construction and maintenance.
- Pertinent Federal, State, and Local laws, codes and regulations.
- Read field maps, as-builts and street maps.
- Mathematical and related techniques used to estimate material needs and their costs and calculate pressures, volumes, and distances related to basic utility operations.
- Principles of preventive maintenance.
- Methods and techniques of troubleshoot water distribution and wastewater collection systems issues.
- Operational and maintenance practices of water distribution systems, water treatment, and hydraulics.
- Operational characteristics of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.
- Standards relating to installation, location and required maintenance of traffic signs and pavement markings.
- Properties of backfill materials, construction materials, concrete, and a variety of other materials used in maintenance work;
- Principles of cross-connection control (backflow prevention).
- Pertinent federal, state, and local laws, codes and safety regulations.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Effectively lead, organize, and review the work of assigned personnel and accomplish the completion of assigned programs and projects.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Acquire a thorough knowledge of applicable programs, policies and regulations of the District and other government agencies; interpret, explain and enforce District policies and procedures within assigned crew.
- Acquire a thorough knowledge of Sewer Lateral Testing and Open Trench field compliance inspections.
- Perform semi-skilled to skilled maintenance, construction, and repair work in support of the District's water and wastewater systems.
- Operate and maintain a diverse range of water distribution and wastewater collection systems, components and devices.
- Inspect, troubleshoot and diagnose system issues and malfunctions.
- Perform backflow prevention tasks.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Read and interpret basic maps and blueprints.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Organize own work, set priorities, and meet critical time deadlines.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

LICENSES AND CERTIFICATIONS:

Required

- Possession of a valid Class B Commercial Driver's License (CDL) with a Manual Transmission and Tanker endorsement with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.

Desirable

- California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable.
- CWEA Collection System Operator Grade 1 (C1) certification desirable.
- California State Water Resources Control Board (SWRCB) Water Treatment Plant Operator Grade 1 (T1) desirable.

Failure to obtain and maintain required license(s)/certification(s) may result in disciplinary action up to and including dismissal from the position.

TOOLS AND EQUIPMENT USED:

Motorized vehicles such as crane trucks and back hoes; light and heavy-duty tools and equipment such as and jackhammers; hand and power tools such as saws and sledge hammers, ladders, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined workspaces, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 50 pounds and frequently more than 75 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS:

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.