

## **UTILITY CREW LEADER**

### **Definition/Summary**

Under general supervision, the Utility Crew Leader classification performs the full range of maintenance, installation, and repair assignments with minimal supervision and training, and provides coordination and work direction for a field crew and training for less experienced staff.

### **Essential Functions**

- Operates backhoes, loaders, trucks and hand equipment in the uncovering of water main and service lines for installation, maintenance or repair.
- Performs a variety of unskilled and semiskilled tasks in line and meter installation.
- Backfills and repairs paving; operates Muller boring machine, air compressor, road boring machine, scope pipe locator, valve locator, roller vibrator, tamper, jackhammer.
- Acts as crew leader on maintenance crew.
- During inclement weather, assists in equipment maintenance and repair, and in general yard and shop work.
- Assists in construction and maintenance work on District property.
- Inspects new pipeline projects for proper service line installation.
- Arranges and directs meter installations.
- Responsible for safe and proper conduct of the members of their crew in the performance of their duties.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

### **Other Duties:**

- Shuts down main lines in emergencies.
- Distributes customer notices.
- Performs other duties as assigned.

### **Job Standards/ Specifications**

#### **Knowledge of:**

- Operation and use of a variety of light and moderately heavy motorized and power construction equipment.
- Methods and materials used in water line installation and repair.
- Proper work safety standards.
- Principles and practices of work direction, coordination, and training.

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### Ability to:

- Skillfully use a backhoe and other equipment in the uncovering, installation and repair of water lines.
- Effectively direct, instruct, train, and evaluate subordinates in maintenance and construction activities.
- Perform a variety of semiskilled work in general construction and maintenance.
- Perform strenuous manual labor, often in inclement weather.
- Meet with customers pertaining to District-Customer relations, conforming to District policies and good public relations; the satisfying of problems that may arise in a congenial and amiable manner.
- Follow oral and written directions.

### Typical Physical Activities

- Operates District vehicles and heavy equipment used in construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach and lift equipment, parts and material weighing up to 60 pounds daily and up to 100 pounds weekly.
- Stoops, kneels, crouches, crawls, climbs and grasps during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, mud, water and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Stands and walks for extended time periods.
- Hearing, vision and eye-hand coordination sufficient to operate heavy equipment foot and hand controls and to maintain good awareness during maintenance and construction jobs.

### Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
4. Humidity: Work in areas with unusually high humidity.
5. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
6. Noise: Occasionally, there are unusually loud sounds.
7. Slippery Surfaces: Occasional work on unusually slippery surfaces.
8. Oil: Some parts of the body in contact with oil or grease occasionally.
9. Dust: Works in an around areas with minor amounts of dust.
10. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

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### **Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Two years' experience in the operation of light and medium motorized construction equipment.

Education: High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class A Driver's License issued by the State Department of Motor Vehicles. Possession and proof of a good driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Possession of a State of California, Department of Health Services Water Distribution Operator Certification Grade D-1.

**The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**