



JOB DESCRIPTION

Title: **VALVE TRUCK CREW LEAD /
LEADWORKER**

Department: Public Works/Water

Class Code: 7570

FLSA Status: Non-Exempt

Effective Date: March 2016

GENERAL PURPOSE

Under general supervision of the Water Construction field supervisor, performs supervisory, semi-skilled and skilled maintenance work and equipment operation and directs the work of an assigned crew.

EXAMPLE OF DUTIES

- *-- Leads a crew of workers in performing daily maintenance and operations in the water system; handles difficulties that occur at work sites; makes certain job is completed as assigned.
- *-- Performs all functions of the Water Tech I, II, and III's as necessary.
- *-- Locates valves as necessary using specialized equipment along with other types of specialized tools to locate expose and to open valve boxes.
- *-- Works closely with the water distribution and system maintenance employees to ensure that the system valves are in good condition and function properly. Assists with water sampling requirements when requested.
- *-- Works with and coordinates with contractors to perform system shut downs as needed. Shuts down water system as requested by maintenance personnel and in emergency situations as needed.
- *-- Manually, or with the use a valve actuating machine, systematically "exercises" (open and closes) valves. Uses computer data to determine schedules for future maintenance.
- *-- Maintains daily valve reports and computer data base on all water system valves. Operates specialized software for valve operating equipment and assists the City GIS personnel in updating the City's GIS system information.

- *-- Understands and issues service requests in the City's work order system, inspects and updates the City's data base when new equipment is installed by City maintenance personnel and or contractors.
- *-- Ensures that all valves being operated are in the correct operating position as to not cause damage to pump, pump stations, regulator stations or pressure zones.
- *-- Assists in the City's system flushing program using fire hydrants and other flushing outlet points. Assists with the coordination of volunteer groups providing service to the City by painting fire hydrants.
- *-- Notifies the public for planned water line shut downs and tries to keep the public up to date when changes are made. Post information on the City's web site during emergencies.
- *-- Leads crews in responding to emergencies and makes necessary repairs to water mains, valves, pump control valves, pressure reducing clay valves, metering equipment, pumps, reservoirs, and property infrastructure.
- *-- Sets meter yokes, meter boxes, taps water mains, uses heavy equipment to excavate, haul away spoil and install backfill materials. Performs maintenance and repairs on fire hydrants as necessary.
- *-- Logs jobs completed and coordinates information with GIS division; may provide Blue Stake locations for water, sewer or storm drain.
- *-- Assists in snow removal, flood control operations and storm drain repairs.
- *-- Oversees vehicle to insure proper and safe operation; performs routine maintenance and emergency repairs; reports mechanical problems to shops.
- *-- Collects samples from businesses both commercial and industrial to insure compliance to Federal, State and City Regulations; collects water samples from residential; also collects water quality samples as required for new main line construction.
- *-- Operates light, medium and heavy equipment such as; single axle dump trucks, ten wheel dump trucks, forklifts, jack hammers; front end loader, backhoe, roller, bobcat, hydra hammer, hydro-excavation truck and jackhammer.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from High School or completion of GED or equivalent plus (3) three years of construction, maintenance or repair experience, at least (2) two years of which must have been in a position equivalent to a Water Tech III or any equivalent combination of education and experience which demonstrates the required knowledge, skills and abilities.

Special Requirements

- Must have a valid Class A Utah Commercial Driver License.
- Must possess at least a Grade IV Utah State Water Distribution Certification, and be able to obtain a UDOT Flagging Certificate within 6 months of hire.
- Performs duties on trouble truck and must be generally available and respond to emergency "call outs" within 30 minutes at any time of day, year round, regardless of weather conditions.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of equipment operating principles and procedures; thorough knowledge of the hazards and safety precautions relating to equipment operations; thorough knowledge of maintenance operations.
- Skill and ability in the operations of the maintenance equipment. Skill in operating computers, using Microsoft, work order, GIS mapping and other necessary system software programs as necessary.
- Ability to follow and teach standard safety practices and procedures common to equipment operation and maintenance work. Ability to create effective working relationships with employees and the general public; ability to effectively motivate employees to work; ability to follow standard safety practices and procedures common to equipment operation.
- Ability to set up and operate specialized equipment, ie. pipe laser, survey transit or level including the ability to read and calculate necessary grades.

TOOLS & EQUIPMENT USED

- May include motorized vehicles and equipment, including dump truck, pickup truck, utility truck, compressors, sanders, generators, common hand and power tools, shovels, wrenches, radio, phone or lawn and landscaping equipment including tractors, mowers, chainsaw, edger, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance; chlorination equipment, pumps, valves, filtration devices, gauges, mueller tapping equipment and pneumatic boring machine.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.
- The noise level in the work environment is usually loud.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.