

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Lead Worker	Department:	Field Services
Department Head:	Superintendent	FLSA:	Non-Exempt
Probationary Period:	1 year	Revision Date:	02/01/2020

**Position Overview:**

Under direction of the Field Supervisor, performs various administrative and field duties related to the operation of a sewer collection system. Acts as a crew leader and supervisor of maintenance personnel. Organizes, schedules, assigns and reviews the work of assigned personnel engaged in sewer collection system maintenance, operation and repair. Ensures adherence to policies, procedures, safe work practices and pertinent regulations.

**Education/Experience:**

Any of the following combinations in the table below meet the minimum qualifications for education and experience for this position.

	Education		Experience
A	Completion of high school / GED	and	Five (5) years' experience in collection system maintenance or inspection (or related underground utility).
B	Associate Degree or higher from an accredited College or University	and	Four (4) years in collection system maintenance or inspection (or related underground utility).

**Licenses and Certifications:**

1. Valid California Class C Driver's License.
2. Must obtain a valid California Class A Driver's License within 6 months.
3. Possession of California Water Environment Association Certification at the Grade III Level. Timeline to acquire in accordance with CWEA minimum qualifications.

**Knowledge and Abilities:**

This is a front-line supervisor position. It is distinguished from the maintenance worker positions by level of responsibility, complexity of duties assigned, independence of action taken, amount of time spent performing the duties, and the nature of public contact made. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Knowledge of:

1. Principles of planning, scheduling, coordinating, goal setting and completing assignments.
2. Principles of leadership, training, and supervision.
3. Maintenance, operation and repair activities related to sewer collection systems.
4. District Standard Specifications and Improvement Standards for Sanitary Sewers.
5. District policies and procedures.
6. Safe work practices as defined by Cal-OSHA.
7. Computer Maintenance Management Systems (CMMS) for the predictive and preventive maintenance and record keeping of the District's collection system.
8. Construction methods and terminology related to the maintenance and operation of a sewer collection system.
9. Materials, methods, practices, technology equipment and tools used in sewer system construction, maintenance, repair and administration activities.
10. The State General Wastewater Discharge Requirements (GWDR) and the District's Sewer System Management Plan (SSMP).
11. Personnel evaluations and progress assignments.
12. District safety program and personnel policies.
13. The District's Mission, Vision and Core Values.

Ability to:

1. Excavate concrete, asphalt, and dirt and set up concrete forms as necessary, backfill open trenches and complete surfaces "to-finish" as appropriate.
2. Inspect, install, repair, rehabilitate and/or replace manholes.
3. Set up traffic control including signs and barricades, and direct traffic around work sites.
4. Enter and work in confined spaces; install trench protective systems and work in trenches.
5. Operate a variety of equipment including large trucks and medium-sized construction equipment such as tractor/loaders, compacting machines, jack hammers, hand-rodder, mower tractors and compressors, as well as chain saws, concrete saws, mechanical sewer cleaning equipment, hydro/vacuum trucks, locating equipment, and CCTV equipment.

6. Read and interpret wastewater system maps.
7. Operate and maintain sewer lift stations.
8. Perform routine preventive maintenance on tools; perform routine inspections on equipment; stock vehicles with adequate supply of tools and equipment needed to perform the work.
9. Build and maintain positive working relationships with co-workers, other employees, and the public using principles of good customer service.
10. Organize, assign and review and document the work of assigned Maintenance Workers; coordinate with other lead workers, departments, agencies and contractors related to the work.
11. Review the work of assigned crew(s); inspect work while in progress; ensure work is completed as directed; train personnel in safe and proper operation of a wide variety of tools and equipment used in sewer system maintenance, operation and repair activities.
12. Lead crews and perform the most difficult and complex work; perform a full range of sewer system maintenance, operation and repair work; provide advice, coaching and assistance to assigned personnel.
13. Ensure availability of supplies, materials, parts and equipment to accomplish the work, purchase supplies, materials and parts as necessary. Maintain inventory records.
14. Ensure a high level of safety is always practiced by all Field Services personnel; ensure standard procedures are up-to-date and adhered to; ensure District policies are adhered to.
15. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications, computerized maintenance management software, and CCTV inspection software.
16. Record daily activities and maintain work-related records; provide recommendations for budget planning; provide information to Field Supervisors for employee performance evaluations.
17. Implement quality control measures to ensure records are accurate and complete.
18. Respond to comments and concerns expressed by the public regarding field activities.
19. Follow direction, complete assignments and hold accountable the personnel performing the work.
20. Promote the District's Mission, Vision and Core Values to field staff and the public.
21. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of excellent customer service.

22. Conduct safety and training meetings; ensure supervised personnel adhere to District safety practices; policies and procedures.
23. Read and interpret wastewater system maps, record drawings, and perform Underground Service Alert marking and notification.
24. Work overtime, after regular business hours, on weekends and holidays, as directed.
25. Perform On-Call Supervisor Duty for customer service and emergency calls:
  - a. Must reside within 30 miles of District Corporation Yard, and
  - b. Must be able to respond and arrive at Corp. Yard within 30 minutes of notice.

**Physical Demands and Work Environment:**

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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-105.
- b. Stand, walk, reach with hands and arms, stoop, or kneel.
- c. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs.
- d. Must be able to drive utility truck and commercial vehicles.
- e. Bend and twist to adjust equipment.
- f. Kneel and squat to review work.
- g. Climb ramps or ladders or climb on to equipment to operate.
- h. Perform simple and power grasping, pushing, pulling, and fine manipulation.
- i. Work in confined spaces, trenches, roadways and unimproved areas.
- j. Perform manual labor.
- k. Occasionally work on rough, uneven and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise.
- l. Work in adverse weather conditions with reasonable accommodations.

Ability to Successfully Pass Medical Examination Based On:

- a. Ability to safely perform required physical duties; and
- b. Ability to safely perform required physical duties with "reasonable accommodation: that does not create a safety hazard for other employees or the public.

**This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.**