CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT:	Public Works
POSITION:	Utility Leadman
SALARY:	Range 22 $21.99 - $26.73/hr.
EXAM TYPE:	N/A
DUTIES:	See job description
MINIMUM QUALIFICATIONS:	Equivalent to a high school diploma. Three or more years of water distribution and sewer collection maintenance or field operations experience, including one or more years in a lead or supervisory capacity. Must possess a current D-3 Water Distribution certification as well as a valid Class B California driver's license.
APPLY TO:	Personnel – City Administration Offices 383 Main Street Brawley, CA 92227 (760) 351-3057
APPLY BY:	Open Until Filled

(posted 6/29/2017)

City of Brawley
Utility Leadman

Job Description:

Under general supervision, plans, schedules, supervises, assists and inspects the work of field crews involved in installing, tapping, maintaining, repairing and relocating water distribution pipelines, wastewater collection pipelines, storm drain pipelines, catch basins, and retention basins. Participates and performs a wide variety of maintenance tasks in the construction and repair of streets and relative facilities. Operates various equipment requiring above average skills.

Reporting
This position reports to and receives direction from the Streets and Utilities Maintenance Supervisor and Public Works Director.

Examples of Duties:

1. Taps, installs, replaces, and relocates water distribution, wastewater collection and storm drain pipelines including service laterals.
2. Repairs water and sewer pipeline breaks.
3. Repairs, replaces and installs new fire hydrants.
4. Reads and replaces water meters as required.
5. Turns on and off water services as directed by the Water Department.
6. Repairs or replaces concrete sections for curbs, gutters, sidewalks, storm drains, ramps, driveways and other improvements.
7. Installs temporary water services.
8. Uses equipment and hand tools such as jackhammers, power saws, pipe wrenches, ratchets, concrete saws, generators, cutters, tampers, water pumps, tapping machines and impact tools.
9. Responds to basic customers inquiries regarding water and sewer maintenance services.
10. Flushes, jets and vacuums main sewer lines and maintains sewer manholes.
11. Performs emergency maintenance work and assists other water and sewer field crews as assigned.
12. Assist with asphalt repairs as directed.
13. Asphalt patching and repairing of residential streets and intersections.
14. Striping of streets and parking lots, traffic control installation and repair.
15. Operates all construction equipment on routine assignments, including skip loaders, dump trucks, and backhoes.
16. Completes daily work records on behalf of work crew – submittal of completed work orders to the administrative secretary on a daily basis.
17. Trains employees and demonstrates specialized work methods, techniques, and skilled use of equipment.
18. May perform lead duties in the absence of the Supervisor.

The above examples of duties have been provided as the types of work performed by positions assigned to this job classification. The City of Brawley reserves the right to add, modify, change or rescind work assignments.

Qualification guidelines Training, Experience and Certifications Requirements:

Equivalent to a high school diploma. Three or more years of water distribution and sewer collection maintenance or field operations experience, including one or more years in a lead or supervisory capacity. Must possess a D3 Water Distribution Certification. A Sewer Collection System Operations Certificate is highly desirable and encouraged to obtain.

Knowledge:

Work planning, organization, layout, task assignments, safe and proper use of tools and equipment; supervisory principles and practices, budgets and staff planning, plumbing and construction mechanics, method and procedures related to the installation, repair and maintenance of water distribution, wastewater collection and storm drain collection systems. Proper and safe usage of power tools, construction equipment, and chemicals related to the disinfection of water distribution lines and sewer collection systems. Operate a service vehicle to drive to work sites to oversee field operations. Operate a calculator and computer to calculate material quantities, work hours, and budgetary expenses. Ability to use a computer, distribute work orders and provide detailed reports of field operations activities.

Ability to:

Plan, organize, schedule, coordinate, supervise and evaluate the work of multiple field maintenance crews; recommend staffing levels; train employees as to departmental operations and productivity, quality and safety requirements; assign work orders and projects to crews; establish work methods, procedures and use of equipment for field operations; inspect work in the field for conformance with productivity, quality and safety standards; oversee the installation, maintenance, repair, relocation and replacement of water, sewer and storm drain lines; communicate and work cooperatively with workers, leadworkers, supervisors, managers, vendors and the general public; provide oral or written instructions; prepare and present departmental activity and budgetary reports to management representatives.

Special Requirements:

Requires possession of a valid Class B California driver's license and an acceptable driving record. Ability to work in traffic and intense heat given seasonal conditions. Ability to work at night or on weekends on a stand-by on-call basis to oversee emergency maintenance operations as needed.

Physical Demands:

The physical demands described here are representative of those that must be performed by an employee to successfully perform the essential functions of this position. While performing the duties of this position the employee is frequently required to use hands to finger, handle, grip, grasp or feel objects, tools or controls. The employee is frequently required to reach forward, upward, downward with hands and arms. The employee is required to listen to noises and sounds emitted by operating equipment. The employee is frequently required to drive City vehicles that have either an automatic and standard transmission. The employee is frequently required to stand on concrete, asphalt and soft soil surfaces. The employee is occasionally required to use a ladder and must maintain balance during this activity. The employee is frequently required to stoop, kneel, crouch, or crawl to perform duties. The employee must frequently lift and/or move up to 90 pounds and occasionally up to 100 pounds.