

SENIOR WATER DISTRIBUTION WORKER

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in water system construction, maintenance and repair activities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Water Distribution Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Water Supervisor as assigned.

Exercises technical and functional supervision over assigned water utility maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Organize, schedule, assign, and review the work of assigned water distribution maintenance crew(s); coordinate with other departments, divisions, and agencies related to the work assigned.

Review the work of an assigned crew(s) engaged in water system maintenance work; inspect work while in progress; train personnel in the safe and proper operation of a wide variety of tools and equipment used in water system maintenance activities.

Lead staff and perform the most difficult and complex work in the installation, construction, maintenance, and repair of water systems; perform the full range of water utility maintenance repair and construction duties, and provide advice and assistance to lower level water utility maintenance staff.

Perform final walk through inspections and warranty inspections; perform pre-final inspection prior to City Building Department permit final inspection.

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Trouble shoot, test and repair automated meter reading devices; maintain an inventory of tested water meters and automated meter reading devices for change-outs as needed; provide water meter related technical support to the Utility Billing Division.

Participate in cross connection control program; conduct cross connection survey and prepare associated records and reports.

Perform backflow device installations and repairs requiring advanced skill; test and re-certify backflow devices.

Select materials and estimate material and labor costs for assigned jobs; ensure availability of supplies, materials, and equipment in order to accomplish the work; purchase supplies and materials as necessary.

Record daily labor, material and equipment costs, and maintain work-related records; provide recommendations for project-related budget planning.

Respond as appropriate to comments and concerns expressed by the public regarding water system field activities.

Use a personal computer to enter and retrieve information related to work assignments and record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of lead supervision, training, and performance evaluation, including safety practices and related record-keeping.

Materials, methods, practices and equipment used in utility construction, maintenance, and repair activities, including elements of construction technology related to water system facilities.

Ability to:

Act as a lead worker and perform advanced journey level water distribution maintenance work, including difficult testing and repairing a variety of meters, valves, and related devices.

On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to inspect work or climb up on to heavy equipment to begin operations; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Interpret and work from sketches, penciled layouts and blueprints; prepare plans for minor projects; operate a wide variety of light and heavy equipment; use and care for equipment and tools related to water utility system maintenance and construction work.

Identify and resolve problems in the field; recognize and work within limits of authority.

Communicate clearly and concisely, both orally and in writing.

Keep records and make reports; use a personal computer to enter and retrieve data.

Be on-call evenings or week-ends; work unusual/prolonged work hours during emergencies or seasonally-caused circumstances.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Two years of experience performing work similar to that of a Water Distribution Worker II in the City of Roseville.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California Class B driver's license with a Tanker Endorsement by date of appointment.

Possession of a Water Distribution Operator Grade 3 (D3) certificate issued by the California State Water Resources Control Board by date of appointment.

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05-30-19	
07-13-17	
07-12-13	
06-27-11	
04-15-06	Senior Water Distribution Worker
12-18-01	
4-23-99	
10-5-98	
07-01-97	
05-06-97	
04-13-95	
10-01-88	Utility Maintenance Leadworker
07-01-86	
07-01-79	Water/Sewer Maintenance Leadworker
-67	
-65	Water and Sewer Service Foreman
-64	Water Service Foreman