

South Jordan City

Job Description

Title:	Secondary Water Lead Worker	Effective Date:	1/1/17
Org:	610580	FLSA:	Non-Exempt
Pay Grade:	13	Workers Comp:	Municipal

GENERAL PURPOSE

Perform a variety of field supervision and skilled duties related to the construction, maintenance, and repairs of City water system.

SUPERVISOR

Water Division Manager

POSITION(S) SUPERVISED

Provide lead supervision to water maintenance personnel.

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Receive assignments from the Water Division Manager, organize crews for various assignments and delegate work assignments to perform timely completion of assigned projects.

Perform installation, cleaning, maintenance and repair on all components of City secondary water system to deliver water to residents and businesses with acceptable water pressure and minimum shutdowns.

Monitor the city SCADA system to ensure sufficient delivery of water to meet city demands while considering the peak day and hour factors Understanding of city pressure zones and PRV/Flow Control operations & maintenance.

Assist in monitoring quality of operations performed by city or contract work; perform walk through inspections of infrastructure on new subdivisions and generate punch list items to make sure specifications and code are followed.

Orient, instruct, and train subordinates in the proper operation and maintenance of a variety of equipment and in proper safety procedures. Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Make field decisions needed to remedy problems and emergencies.

Monitor equipment and inventory needs to ensure proper resources for system maintenance

Operate, clean, and maintain tools, vehicles and equipment to assure proper working order.

Conduct various water sampling test for acceptable water.

Maintain computer based work orders on a daily basis to provide accurate data for monthly reports.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Six (6) years of experience, one (1) year as a Water Maintenance II with South Jordan City and four (4) years of performing direct responsible charge (DRC) operation.

2. Special Qualifications:

Valid Utah Class A Commercial Driver License

Certifications:

Maintain all Level II & III Certifications

Excavator I

Traffic Control Supervisor

Construction Inspection Certification

LTAP Welding Training

Backflow Tech II

Water System Distribution Test

Excel & Outlook Training & Test

Certified Flagger

Level IV Water Distribution System Operator

3. Knowledge, Skills and Abilities:

Basic knowledge of road repair procedures for trench and asphalt repairs, safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction.

Skill in the operation of heavy mechanized equipment as required by the position.

Knowledge of operating basic manual and power tools; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work.

Knowledge of construction drawings and specifications; methods of line installation and maintenance; pipe classifications; and trench construction.

Knowledge of state and federal regulations governing installation and maintenance of water systems.

Ability to operate a personal computer and Microsoft products.

Work effectively with the other employees, elected officials, local agencies, and the general public.

Ability to organize and manage multiple projects.

Ability to supervise and motivate employees. Ability to communicate effectively with both supervisor and subordinates verbally and in writing. Skilled in problem solving.

Ability to operate heavy equipment of various kinds under varying condition; make minor repairs on assigned vehicles, knowledge of basic power tool operation, perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; perform basic mathematical computations in reading and using various meters, gauges and related devices.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting (50-75 lbs.), etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Skilled Craft Wkr
Location:	Secondary Water	EEOP Class:	Craft Worker
Group/BU:	General Pay Plan	Tech-Net Match:	Comb.-2174