

South Jordan City

Job Description

Title: Secondary Water Maintenance Lead
Org: 610580
Pay Grade: 14

Effective Date: 10/15/2020
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Under general supervision, the water lead plans, assigns, supervises, reviews and participates in the construction, installation, maintenance, and repair of the City water system.

SUPERVISOR

Water Manager

POSITION(S) SUPERVISED

Secondary Water Maintenance Workers

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 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 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

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.

Train, mentor, supervise, and assist water maintenance workers in performing their job duties. Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Assist in scheduling, rating applications, and interviewing positions supervised.

Conduct performance evaluations of supervised employees in accordance with the human resources policies and procedures of the city.

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.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

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

AND

B. Two (2) years of experience in a field directly related to the above duties;

2. Special Qualifications:

Valid Utah Class A Commercial Driver License

Supervisory experience preferred

Maintain all Water Maintenance Worker I, II, and III certifications

3. Knowledge, Skills and Abilities:

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 under various weather conditions and perform physical labor task.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting (40-60lbs.), 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 Worker
Location:	Secondary Water	EEOP Class:	Craft Worker
Group/BU:	General Pay Plan	Tech-Net Match:	2174