

## CITY OF AIRWAY HEIGHTS

**TITLE:** Public Works Water Department Lead  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Operations Manager  
**SUPERVISES:** Maintenance Workers in Water Department

### NATURE OF WORK

The Lead is responsible for the employees that perform tasks which are essentially similar to the responsibilities of the incumbent. In this respect, the Lead is a working lead and may perform all the tasks of a maintenance worker when needed. Incumbents make job assignments, ensure the availability of equipment, resolve on-site problems, and work with Departmental administrators to develop project cost estimates and scheduling. This position performs work independently and makes decisions necessary to plan, organize and complete work assignments.

### EXAMPLES OF WORK

- Schedules and leads crews of maintenance workers in carrying out assigned tasks in construction, maintenance and repair of wells, water lines, valves, meters, hydrants and all applicable apparatuses.
- May perform work that is essentially similar to tasks assigned to maintenance workers.
- Reads meters; removes, repairs and replaces meters as required
- Operates back hoes, graders, dump trucks, rollers, water truck, compactor, snow plows and all other equipment that is needed to accomplish tasks.
- Assigns work at the crew level and inspects and insures that work is completed according to standards.
- Provides technical advice to maintenance workers.
- Utility Locates.
- Construction inspection.
- Solves maintenance problems through troubleshooting, diagnosing and fact finding.
- Provides purchasing and budget preparation support as needed. Prepares cost estimates for public works projects.

- Performs snow removal.
- Performs routine maintenance and servicing of equipment as needed and oversees equipment maintenance tasks performed by subordinates.
- Review and update standards and procedures.
- Maintains "as built" records for mapping purposes.
- Assists the Public Works Director in compiling budget requirements for the maintenance, operation and upgrade of the water distribution system.
- Responsible for maintaining records and processing all purchases and coordinating such activities through the Operations Manager.
- Performs other work as assigned by the Public Works Director or the Operations Manager.

### **WORK ENVIRONMENT**

Duties are performed primarily in the field. Incumbents are exposed to inclement weather conditions, traffic and hazardous construction situations. Duties require strenuous physical activity and include standing, stooping, crawling and twisting. Incumbents must be able to lift up to 50 pounds and able to perform duties that include getting in and out of excavations for the installation of water mains, meters, fire hydrants, pumps and operate graders, backhoes and dump trucks.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Specialized maintenance processes related to work assigned.
- Construction techniques, practices and materials.
- Journey level knowledge and experience in water distribution, equipment maintenance and repair.
- Safe maintenance and construction standards and practices.
- Maintaining a working knowledge of all aspects of public works.
- Washington State Water Quality Standards
- Interpretation of blue prints
- Word, Excel, Access, Outlook and PowerPoint

#### **Ability to:**

- Teach subordinates proper maintenance, operation and construction techniques.
- Read, interpret, and comprehend complex blue prints, construction plans, and utility maps.

- Work as part of a team and command the respect of other service workers.
- Ability to interact with the general public while maintaining a professional demeanor.
- Ability to represent the City and maintain the trust of its residents and demonstrate honest and ethical behavior.
- Ability to maintain an effective working relationship with department employees, other City departments, community officials and citizens.
- Ability to work with employees under adverse conditions and situations.
- Operate or learn the operation of machinery required to complete work.
- Ability to work in a noisy environment and perform manual labor if need be.
- Obtain continuing education credits through City reimbursement.

### **Experience and Training**

- High School diploma or equivalent.
- Two-year college degree or equivalent (may substitute work experience).
- Grade 2 Water Distribution Manager Certification or higher.
- Cross Connection Control Specialist Certification is desired or to be obtained within 1 year.
- Required to attend classes and training on safe work practices for confined spaces, trenching, shoring, and hazardous material handling.
- Valid Washington State Motor Vehicle Operator's License and a driving record free from serious or frequent traffic violations.
- CDL-B with air and tanker endorsement.
- Required to pass a first-aid training class in the first year and keep the first-aid certification current.
- Required to take a Traffic Flagging class and to keep the flagging card current.

ORIGINATION DATE: September 2010

EEO CATEGORY: Hourly

STATUS: Non-Exempt

The Statements contained herein reflect general details as necessary to describe the principal function of this position. The level of knowledge and skills typically required and the scope of responsibilities should not be considered an all inclusive listing of the work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods, emergency situations or otherwise balance workload in compliance with all existing labor agreements.

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Employee: \_\_\_\_\_