

TWENTYNINE PALMS WATER DISTRICT

Leadworker

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent
SALARY RANGE: \$33.84 – \$40.00

SUMMARY: Under supervision of Maintenance Superintendent; to perform a variety of assignments in the installation, maintenance and repair of "the water system" to include transmission and distribution systems, backflow prevention and all appurtenances such as fire hydrants, services, air-vacs, cla-valv, storage, pumping, wells, buildings, etc. Provide work direction and coordination for a field crew and perform related work and other duties as required. Incumbents perform the full range of maintenance, installation and repair with minimal supervision and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned:

- Provides work direction and training for field maintenance, repair and installations.
- Performs a variety of maintenance and repair on water distribution appurtenances and lines.
- Assists contractors and other utilities with the location of facilities via Underground Service Alert.
- Performs a variety of repairs and maintenance to wells, pumping and electrical equipment.
- Responds to customer inquiries, (pressure, water quality, etc.).
- Performs inspections for various departmental programs.
- Maintains all cross-connection control files.
- Prepares and distributes annual test forms to customers owning backflow devices.
- Conducts surveys on new installations, air gaps and follow-up surveys.
- Maintains Certified Testers list.
- Required to be on call on a regular basis.
- Operates computer system related to departmental needs and requirements.
- Attends staff and other meetings as requested.
- Proper knowledge of safety practices and safety gear.
- Attends safety meetings as required.
- Ensures compliance with the District's Injury and Illness Prevention Program.
- Acquires CPR and First Aid Basic Training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Class A California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates. Must have a D-4 Water Distribution Certificate, a T-1 Water Treatment Certificate and a Cross-Connection

Control Specialist Certificate from the State of California.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Three (3) years of responsible work experience in the installation, maintenance and repair of water systems, college courses in water treatment and distribution. Standard principles of biology, chemistry, mathematics, hydraulics and plumbing.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Methods, materials, and equipment used in water system installations, maintenance and repair work.
- Principals, methods and practices used in telemetry-control equipment for installation, repair and maintenance.
- SCADA system operations
- Backflow prevention.
- District policies and procedures related to the Operations and Maintenance Department.
- Laws, rules, regulations and principles of work safety.
- Geography of the District and location of District facilities.
- Principles of supervision and training.

ABILITY TO:

- Plan and schedule assigned work.
- Assist with planning and scheduling of department staff.
- Provide work direction, coordination, and training for other staff.
- Follow oral and written direction.
- Operate motor vehicles and power-driven equipment used in operations and maintenance department.
- Effectively represent the District with the public, contractors, and other organizations.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by automobile in conducting daily District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise,

inclement weather and significant temperature changes.

- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach, lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally and in writing with District management, co-workers and the public in face to face, one to one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers, and fax machines.
- Hearing and vision within normal ranges.

Employee Signature

Date

Supervisor Signature

Date