

## City of Holtville

**JOB TITLE:** Water Distribution Crew Leader

**DIVISION:** Underground Utilities & Streets

**DEPARTMENT:** Public Works

### **SUPERVISION RECEIVED AND EXERCISED:**

Under general supervision of the Public Works Supervisor.

### **EXAMPLES OF DUTIES:**

Under general supervision, coordinates and directs the operation and maintenance of the municipal water distribution, sewer collection, and public transit (street) systems.

Directs the routine repair and installation work of water distribution and sewer collection appurtenances such as water and sewer mains, service laterals, fire hydrants, isolation valves, water meters, manhole structures, etc...

Coordinates the routine inspection and maintenance of city streets and alley ways, including street sweeping, street sign installation, as well as asphalt and concrete repair work.

Oversees the maintenance and upkeep of assigned facilities and fleet vehicles, such as the public works yard, office building, warehouse, shop, and work trucks.

Coordinates weekly "tailgate" safety meetings with subordinate staff and maintains appropriate safety program records.

Uses heavy equipment such as backhoe, forklift, street sweeper, water truck, dump truck, etc...

Uses power tools such as chop saws, hammer drills, reciprocating saws, air tools, gas cutting torch, mig welder, generator, gas powered pumps, etc...

Completes work incident reports, daily activity logs, purchase order forms, employee timesheets, etc...

The preceding activities have been provided as examples of the types of work performed by the position assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

## **QUALIFICATIONS:**

### Must possess knowledge of:

Current water distribution and sewer collection system operational procedures and regulations.

Plumbing, welding, and mechanical work practices.

Operation of heavy equipment such as backhoe, forklift, street sweeper, dump-truck, etc...

Skilled use of hand and power tools, as well as the application of various construction materials.

Knowledge of safety principles and practices.

### Requires the ability to:

Communicate effectively with supervisors, coworkers, and the general public; Understand and carry out oral and/or written instructions clearly.

Think reasonably and logically in planning and coordinating public works projects as assigned.

Complete work incident reports, daily activity logs, purchase order forms, employee timesheets, etc...

Work nights, weekends, or standby duty for emergency maintenance and repair assignments as needed.

Work under very hot and humid conditions, exposed to noxious odors, liquids, and waste materials.

Safely lift up to 50 lbs.

## **EDUCATION and EXPERIENCE**

Required: High School Diploma or Equivalent; Minimum of three year's experience operating water distribution and sewer collection systems.

## **LICENSES and CERTIFICATES**

Required: Must possess a valid State of California Water Distribution Operator Grade T2 certificate.

Must possess a valid California Class C Driver's License.

Must obtain a CWEA Sewer Collection System Operator Grade 1 certificate within 2 years of hiring.