

SENIOR UTILITY LEADER

DEFINITION

Under general supervision, to supervise one or more crews performing work in the installation and maintenance of water system lines, sewer system, meters and associated equipment and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management personnel and provides working lead supervision to subordinate water maintenance or sewer maintenance personnel.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the lower level class of Utility Leader by the requirement to provide working lead direction to more than one crew or functional work unit involved in water distribution system or sewer maintenance. Work assignments may be of a general nature requiring the exercise of judgement and initiative in the independent planning, scheduling and prompt completion of work. Incumbents are expected to resolve most work problems with only occasional recourse to supervisors and are expected to exercise effective supervision over subordinate personnel; a Senior Utility Leader may also be required to perform duties required of subordinates. Incumbent may be assigned to either the Water Distribution or the Sewer Maintenance unit.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Directs and participates in the work of shop and field crews involved in the installation and maintenance of water mains; installation maintenance and removal of water meters; or maintenance, monitoring and repair of sewer system.
2. Trains subordinates in the operation of a wide variety of light and moderately heavy automotive construction and maintenance equipment and related hand and power tools.
3. Performs or directs the performance of the more complex and skilled aspects of water and sewer system installation, maintenance, inspection and repair.

EXAMPLES OF DUTIES (continued)

4. Exercises a relatively high degree of independent judgment in calculating materials, supplies and equipment needed for specific projects and activities to be accomplished by subordinate crews.
5. Assures that daily work assignments are completed; maintains records of work activity and job costs; enforces safety regulations; performs heavy physical labor; and may be required to act for the Water Installation and Maintenance Supervisor in the latter's absence.
7. Verify that all information on work orders and blue prints correspond.
8. Mark and telephone Underground Service Alert for location of all utilities within work area (installations, fire hydrants, main breaks, etc.)
9. Makes appointments with customers in response to complaints or inquires.
11. Participates in the short and long range planning and scheduling of specific activities to be accomplished by crews under his or her supervision and sees to the prompt and efficient completion of the work.

*If assigned to the Water Distribution:*

12. Also supervises valve crews, hydrant crew, marking and location of mains. Also works with Construction Inspectors and other public agencies.
13. Field check all new water related installations, and evaluate leaks in water system.
14. Locate and coordinate with contractors and customers on all new water service installations; adjust service installations and locations when conflicts occur with other utilities.
15. Make recommendations for installation changes at the work site.
16. Coordinate site finals with Construction Inspectors.

*If assigned to the Sewer Maintenance:*

17. Coordinates and oversee all work performed by contractors on sewer main repairs and related work done for the Utilities Division.
18. Make recommendations for sewer maintenance, repairs and rehabilitation of related facilities.

EXAMPLES OF DUTIES (continued)

19. Provides supervision in the operation and maintenance of sewer maintenance and monitoring equipment such as rodding machines, flushers and close circuit television

QUALIFICATIONS

Knowledge of:

- A. Modern equipment, materials, techniques, and safe working procedures.
- B. General plumbing and hand tools related to the job.
- C. Basic math (-, +, x) and basic English language.
- D. Hayward water and sewer System.

Ability to:

- E. Use good judgement, learn quickly and retain knowledge, meet deadlines, and perform heavy physical labor.
- F. Communicate with contractors, supervisors, co-workers, and subordinates and to deal effectively with personnel in other city departments and the public.
- G. Give and take oral and written directions, schedule work assignments and keep legible records of estimated job costs.
- H. Train and evaluate job performance of subordinates and to work effectively with a variety of people.
- I. Use personal computer.
- J. Read grade stakes, cut sheets, blue prints and City Water and Sewer Maps.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required

Senior Utility Leader (continued)

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knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years in construction or maintenance work involving water or sewer systems. One year of supervisory experience as a lead person or above is preferable, but not required.

Training:

Equivalent to completion of the eight grade.

LICENSE

Depending upon assignment, a Class B California Driver License and Tanker Endorsement or a Class A Driver License may be required.

In the Sewer Maintenance unit possession of a Collection System Maintenance Technologist-Grade II certificate is desirable.

PROBATIONARY PERIOD: One Year

377CS94

May 1969

Revised June, 1996

AAP GROUP: 18

FLSA STATUS: Non-Exempt

FPPC STATUS: Non-Designated