

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: Distribution System Crew Leader

Division: Operations and Maintenance

Reports To: Operations Supervisor

FLSA Status: Non-Exempt

Position Type: Full Time

Revision Date: June 2021

POSITION SUMMARY

Working under the division's supervisor, incumbent is responsible for the management of one or more crews who perform a wide range of skilled work in the Distribution System Maintenance division. Position requires SWRCB Water Distribution Operator Grade 3, Water Treatment Operator Grade 2. Position requires demonstrated proficiency in water system operations, maintenance, and hydraulics; the abilities to work unsupervised and effectively communicate; and display initiative, versatility, and innovation to perform highly complex assignments. Typical duties include scheduling and supervising staff members, reviewing work quality and productivity, training personnel in maintenance procedures and equipment operation, documenting work efforts and conditions; coordinating with other divisions and the public, interfacing with engineers, contractors, and customers; implementing maintenance programs, planning for special projects and developing recommendations to solve problems or improve maintenance programs for control valves, pumps, standby generators, water treatment and chemical feed systems, meters, wells, and hydroelectric generators.; troubleshooting and adjustment of equipment; inspection, testing, evaluation, and documentation of equipment performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Work with the Distribution Supervisor to develop and implement the Division's goals, objectives, and priorities.
- Submits oral and written reports to immediate supervisor relating to the work accomplished and needed throughout the system.

CALLEGUAS MWD**Distribution System Crew Leader**

- Plans, schedules, coordinates, supervises, and participates in the repair, maintenance, and installation of all of the District's distribution system.
- Trains and leads personnel in the repair and maintenance of pumps, motors, valves, hydroelectric generators, standby power generators and water treatment equipment.
- Trains and leads personnel in the operation of a wide variety of equipment and machines, such as, air compressors, generators, and a wide range of hand and power tools, and other equipment used to perform installation, modification, maintenance and repair of water distribution system and integral components.
- Works effectively with skilled people to jointly perform tasks requiring expertise in other disciplines.
- Performs preventative maintenance on a wide variety of system components, such as, pumps, motors, control valves, hydroelectric generators, air compressors and standby generators.
- Determines resource needs and utilization for a most efficient and effective task and project accomplishment.
- Responsible for development of documentation, reports and records as required.
- Be responsible for his/her own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations and having an awareness of safe practices on the job site.
- Performs other work as assigned.

SUPERVISORY RESPONSIBILITIES

Primary lead responsibilities for this position include training crewmembers and providing quality control verification to meet District standards as projects are completed. Monitors division training program ensuring that staff are knowledgeable and properly prepared for their duties. Other duties as assigned by Supervisor.

QUALIFICATIONS

This position requires strong analytical ability, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research and make value-added conclusions. To perform this job successfully, an individual must be able to perform each essential duty in a superior way, be capable of comprehending complex processes and systems; and consistently demonstrate superior personal skills and character. 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 duties and responsibilities.

Education and Experience

- High school diploma or general education degree (GED) and five years of related experience and/or training; or equivalent combination of education and experience.
- Extensive knowledge of water system hydraulics and mechanical components of water production, distribution, and treatment.
- State Water Resources Control Board Water Distribution Operator Grade 3 certificate.
- State Water Resources Control Board Water Treatment Operator Grade 2 certificate.
- Clean Water Environment Association Mechanical Technologist Grade 2 within one year of hire.
- Chlorine Institute Training within one year of hire.
- Trained in NFPA 70E Electric Safety in the Workplace.
- Completed coursework in Introduction to Machinery Vibrations.

Skills and Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and blueprints.
- Ability to detect flaws in design, construction methods, and materials to ensure compliance with contract plans and specifications, permits, codes, regulations, and laws.
- Ability to write routine reports and internal memoranda, plus be able to communicate effectively with employees and customers.
- Must have knowledge of safety requirements for working around heavy and power equipment, construction sites, high voltages, and in confined spaces.
- Apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form and be able to solve day-to-day problems, which may occur in stressful environments.
- Must have a thorough knowledge of the District distribution system, the location of all system components, and be able to direct individuals to these locations.
- Must have a working knowledge of water systems, components, and hydraulics, and ability to communicate this information to maintenance personnel through on the job training.
- Ability to motivate and coordinate the activities of others.

EQUIPMENT TO BE USED

Must demonstrate an ability to perform maintenance and measurements with tools and test equipment, such as, cranes, air compressors, drilling and cutting machines, multimeters (VOM), electric benders, vibration testers, and various other power and hand-tools. Must be able to use radio and phones to communicate; to operate a vehicle to travel to District facilities; to use computers, copiers, printers, and other office equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl; and taste or smell. The employee must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee must have the ability to enter confined spaces such as tanks, vaults, and large diameter pipelines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in the industrial environment of a water treatment plant, wellfields, vaults, pipelines, support structures, and confined space environments; and is exposed to moving mechanical parts. The work involves working around toxic and hazardous chemicals used in the water treatment process. The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; electrical arc flash; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. The employee must be able to respond to a request to work on short notice. The employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

SPECIAL REQUIREMENTS

The individual must possess a current California Motor Vehicle Operator's License and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.

The employee must be able to work around chlorine and other chemicals used in the treatment of water which are classified by Title 8, California Occupational Safety and Health Regulations, Code Section 339 as extremely hazardous materials and copper sulfate which is a toxic material.