

# **CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION**

## **Job Title: SENIOR MAINTENANCE CREW LEADER**

**Department: Operations and Maintenance**

**FLSA Status: Non-Exempt**

**Division: System Maintenance**

**Position Type: Full Time**

**Reports to: System Maintenance Supervisor**

**Revision Date: March 2018**

---

### **POSITION SUMMARY**

Incumbent is responsible for the management of one or more crews who perform a wide range of unskilled to highly skilled work in the System Maintenance division. Position requires a DOHS Water Distribution Operator Grade 3 certificate; 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, implementing maintenance programs, planning for special projects and developing recommendations to solve problems or improve maintenance programs for pipelines and appurtenances, buildings, erosion control, landscaping and facility security.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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.

- Receives written and oral work assignments from immediate supervisor.
- Plans, schedules, coordinates, supervises and participates in the repair, maintenance and installation of all of the District's distribution system, as well as, its buildings and grounds.
- Trains and supervises maintenance personnel in the repair and maintenance of pipelines and appurtenances including main line isolation valves, vacuum and air release valves, blow off valves, pump wells and access manholes throughout the system.
- Submits oral and written reports to immediate supervisor relating to the work accomplished and needed throughout the system.
- Be responsible for their 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.

## **CALLEGUAS MWD**

Senior Maintenance Crew Leader

- Trains and supervises maintenance personnel in the operation of a wide variety of equipment and machines; such as, forklifts, backhoes, skip-loaders, welders, drilling and cutting machines, compressors, jackhammers, a wide range of hand and power tools, and
- Other equipment used to perform installation, modification, maintenance and repair of water distribution systems and integral components.
- Coordinates with other Divisions to provide traffic control and safety support.
- Works effectively with skilled and unskilled people to jointly perform tasks requiring expertise in other disciplines.
- Performs preventative maintenance on a wide variety of system components; such as, pumps, motors, and control valves.
- Performs other work as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Primary supervisory responsibilities for this position include training and scheduling of the crewmembers. As projects are completed the Crew Leader has the additional responsibility of quality control verification to meet District standards.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty in a highly satisfactory manner. 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.

### Education and Experience

A high school diploma or general education degree (GED) or a minimum of four years related experience and/or training or equivalent combination of education and experience is required. Must have one years experience with a water district and demonstrate thorough knowledge of a district's water distribution system and the operational and maintenance requirements of the system. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Should have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### Skills and Abilities

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and blue prints. The Maintenance Crew Leader should be able 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. The position requires the individual to 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. In addition, the worker must have a working knowledge of water systems, components and hydraulics, and have the ability to communicate this information to maintenance personnel through on the job training.

## **EQUIPMENT TO BE USED**

Must be highly skilled in the operation of, forklifts, backhoes, skip-loaders, welders, drilling and cutting machines, compressors, jackhammers, a wide range of hand and power tools, and other equipment to perform installation, modification, maintenance and repair of water distribution systems and their integral components. Must also be able to use radio and telephones to communicate.

## **PHYSICAL DEMANDS**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 frequently is required to climb stairs and ladders or balance and is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell. Maintenance Crew Leaders 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, color vision, peripheral vision, depth perception, and ability to adjust focus. Personal protective equipment provided by the employer is regularly required to be worn. The employee must have the ability to be able to wear and operate a half and full face air purifying respirator and a supplied air system.

## **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 Maintenance Crew Leader is normally required to work in an outdoor environment, which frequently consists of hillsides and uneven terrain and exposure to allergens. In addition the employee may work in the industrial environment of the water treatment plant, well fields, pipelines, support-structures, and construction sites, confined space environments and is frequently exposed to moving mechanical parts. 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; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. 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 Operators 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.

Employee must possess a Grade 3 or higher Water Distribution Certificate.