

# CITY OF BEAVERTON

## Water Distribution Lead

### General Summary

Serve as crew lead. Plan, assign and review crew work. Perform a full range of construction, installation, maintenance and repair duties related to the City's water distribution system including the operation of heavy equipment. Perform administrative duties to assist with efficient and effective flow of work within section. May act as Supervisor in his or her absence.

### Key Distinguishing Duties

Overall responsibility for monitoring the water distribution system. This position also assigns, schedules and reviews staff work.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Assign, schedule and review staff work. Provide coaching to employees and provide input into performance evaluations. Participate in the selection process.
2. Serve as a member of the water distribution section leadership team. Evaluate performance and program effectiveness and recommend action for improvement as necessary. Prepare reports. Assist in the preparation and monitoring of the section budget.
3. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
4. Coordinate work activities with staff, internal and external customers, contractors, vendors and the general public. Develop contract specifications for bid requests.
5. Assist in the review of new construction plans pertaining to the City's water distribution system. Inspect new construction and capital projects and communicate with City engineering, planning and project lead. Develop and write walk-through inspection reports for new construction.
6. Monitor and diagnose water distribution system daily using telemetry equipment and programs. Perform program set-up. Solve system problems throughout City's pressure zones.
7. Perform work of crew members. Operate heavy equipment including vector, loaders, backhoe, ten-yard dump trucks, street cutting saw, jack hammer, and trenching machine. Identify equipment needs. Ensure equipment is properly maintained.

8. Identify mapping information. Update maps on computer system.
9. Review record keeping and documentation to ensure compliance with local, state and federal agencies, laws, codes, ordinances and regulations.
10. Assist in ordering needed materials. Complete paperwork and records. Follow up on incorrect or non-received purchases.
11. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
14. Represent the water distribution system section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Follow standards as outlined in the Employee Handbook.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Respond to citizen inquires and requests.
2. Perform related duties of a similar scope and nature.
3. Carry after-hours pager.

### **Knowledge Required**

- ◆ Advanced knowledge of safety practices and procedures related to water distribution including confined space entry, excavation safety and the proper handling of hazardous chemicals.
- ◆ Advanced knowledge of practices and principles of water distribution systems.
- ◆ Working knowledge of the laws and regulations governing water distribution systems.
- ◆ Advanced knowledge of underground utilities.
- ◆ Advanced knowledge of installation, repair, installation and maintenance of water distribution systems.
- ◆ Expert knowledge of component parts on meters and hydrants.
- ◆ Expert knowledge of installation and maintenance of water meters and fire hydrants.
- ◆ Advanced knowledge of water sampling techniques.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making related to a large water distribution system.
- ◆ Basic knowledge of human resources management practices.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to water distribution systems.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Expert ability to read equipment instructions, maps and engineering blueprints.
- ◆ Expert ability to use tools and small equipment related to water distribution systems.
- ◆ Advanced ability to use heavy equipment used in water distribution systems.
- ◆ Expert ability to operate telemetry equipment and interpret its functions.
- ◆ Advanced ability to maintain accurate records.
- ◆ Skill in conceptual analysis and policy/program development and implementation.
- ◆ Ability to develop budget input and resource estimates.
- ◆ Strong ability to productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively lead a staff including training, coaching, scheduling and reviewing work.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Ability to use word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

### **Minimum Qualifications Required for Entry**

High school diploma or GED and 5 years experience in water distribution systems, including responsibilities for operating telemetry equipment with 1 year operating heavy equipment used

in this field and 2.5 years experience in a lead role in a water distribution system, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Commercial Driver's License - A or B with air brake endorsement and tank required.
- ◆ Oregon Health Division Water Distribution Operator Certificate III required with level IV certification desired.
- ◆ Flagger training required within three months of employment.
- ◆ CPR and First Aid certification within six months of employment.
- ◆ Must pass City physical exam and respirator fitness test.
- ◆ Oregon Health Division Backflow Certificate desired.
- ◆ Oregon Health Division Water Treatment Level I desired.

### **Working Conditions**

Daily focus on a computer; daily precise control of fingers and hand movements; weekly standing for prolonged periods; standing for prolonged periods of time; occasional requirement to be in confined space environment; frequent lifting, moving and carrying of objects between 20 - 50 pounds; occasional lifting up to 90 pounds; frequent crouching, crawling, bending, kneeling, climbing or balancing; frequent work in all weather conditions and around traffic; regularly called to respond to emergency conditions in off-hours; occasional exposure to heights and depths; regular exposure to equipment with crushing potential, hazardous chemicals, fumes, vibrations and high noise levels; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

### **Classification History**

As of 10/97: Utility Worker III

Revised: 1/98

New class specification title 1/98: Water Distribution Lead

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date