City of Inglewood Job Description
Class Code: 418

LEAD WATER UTILITY WORKER

DEFINITION

Under general supervision, participates and leads assigned staff in the cleaning, maintenance, installation and repair of city water, water meter and sewer systems.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Participate and leads assigned staff in the cleaning, maintenance, installation and repair of City water, water meter and sewer systems; according to area of assignment. Participates and leads assigned staff in the installation, maintenance and repair of water mains, water distribution systems, valves, hydrants and meters; isolates broken water mains, excavates lines and repairs leaks and breaks; replaces faulty valves; exercises in-line valves and maintains fire hydrants; notifies residents of service outages and removes and exchanges meters.

Leads assigned staff in the cleaning and maintenance of sewer lines and storm drains; operates heavy equipment for the removal of debris and tree roots and to unclog sewer lines and storm drain systems; operates video camera equipment to inspect sewer lines and identify and resolve stoppages and related problems. Participates and leads staff in reading of water meters according to billing schedules to minimize errors, accidents and injuries; maintains computer records of meter repair and replacement work completed; resolves customer concerns or complaints regarding meter readings, low water pressure and service terminations; maintains water meter shop work areas, supplies and equipment. Monitors and assists in the evaluation of work activities for assigned staff; communicates progress, problems and completion of work to supervisor; notifies supervisor of materials or equipment necessary to complete work orders; maintains work areas and equipment and supplies used in the completion of work activities; assists in the implementation of safety procedures and guidelines for utility repair staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of utility service maintenance, repair and operation methods and techniques

Knowledgeable of occupational hazards and safety guidelines

Knowledgeable of personal computer hardware and software

Skilled in the safe use of power and hand tools used in utility maintenance

Skilled in prioritizing and monitoring utility maintenance activities

Skilled in providing and following oral and written instruction in English

Skilled in establishing and maintaining productive working relationships

Ability to perform essential duties within a timely manner

Ability to effectively communicate verbally and in writing

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an outdoor environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents may be exposed to repetitive motion, extreme temperatures and weather, areas under construction, standing or stagnant water, loose or unstable surfaces, high pressure water and sewer lines, sewer fumes and gases and high voltage.

QUALIFICATIONS

Must have a high school diploma or equivalent **AND** three (3) years experience in water distribution or sewer system maintenance and repair. Must possess at the time of application and maintain a valid California Driver's License; a Grade 2 Water Distribution Certification for the operation of sewer or water distribution systems and be able to obtain a Grade 3 Water Distribution Certification within the 12-month probationary period.

2005 1 of 1