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| Position: Utility Maintenance Team Leader | Position Number: |
| Department/Site: Public Works | FLSA: Non-Exempt |
| Evaluated by: Public Works Operations Supervisor | Salary Grade: 33 |

Summary

Leads and performs a variety of skilled to general labor work in connection with the construction, repair, and maintenance of roadways, water distribution systems, storm drains and sanitary sewers, and related public works infrastructure.

Distinguishing Career Features

The Utilities Maintenance Team Leader is the senior and master-level in a career path for maintenance and construction of public works that include roadways, water-storm-sewer drainage and distribution systems. The Team Leader is responsible for the overall productivity of a small team. The Utilities Maintenance Specialist I represents the first and entry-level into this career ladder. Specialists I will be qualified to participate with Specialists II in any skill area, however, will concentrate on general labor and use of hand tools and light duty equipment. Advancement to Specialist II, requires a minimum of three years as a Specialist I or equivalent. Advancement to Specialist II also requires the incumbent be multi-skilled and while usually assigned to a specific area, can demonstrate full qualification to perform work assignments in all utility maintenance areas. The Specialists I and II can also be rewarded for special certifications. Advancement potential exists to Utility Maintenance Specialist III for incumbents having advanced skills in multiple unrelated areas, for example, heavy equipment, water distribution, wastewater, combined with electrician, air handling system, or finish carpentry. Advancement to Team Leader requires a demonstrated ability to perform the most complex diagnostics and labor, prioritize assignments, train Specialists, and perform peer level quality review of completed work.

Essential Duties and Responsibilities

The Utility Maintenance Team Leader is capable of performing any of the following general and special functions, although will usually specialize in one area.

- Schedules, organizes and guides work projects, including estimating time and materials, equipment and supplies, and making field crew assignments.
- Oversees and performs general labor and skilled public works maintenance activities such as, but not limited to, cleaning and inspecting pipelines, sweeping, earthwork, public infrastructure construction, installing, leveling, compacting, and maintaining asphalt and concrete, waterline construction and testing, and other utility labor.
- Operates and trains others in using medium-sized and heavy construction equipment such as the high pressure sewer jet, street sweeper, backhoe, water truck, loader, grader, paving equipment, vector truck, concrete saw, and other equipment assigned to Utility Maintenance classifications.
- Identifies needed repairs and may perform routine preventive maintenance of vehicles and large equipment.

Street and Facility Maintenance

- Coordinates, performs, and reviews the results of manual labor ground activities such as digging, grading, raking on a patch crew, placing slurry seal and crack seal crew, broom sweeping corner areas.
- Constructs forms places and finishes concrete structures such as curbs, gutters, sidewalks, and flat slabs.
- Digs and backfills trenches and holes. Breaks and repairs concrete and asphalt surfaces. Excavate and replace concrete and asphalt surfaces. Participates in hot patching and sealing activities of concrete and asphalt surfaces. Works by hand or with a mechanical excavator and performs general earthwork required for street maintenance.
- Perform asphalt paving activities, including paver operation, raking, roller operation, and paving operations planning.
- Paints street striping and legends, including cross walk lines, curbs, and traffic control symbols. Produces, installs, repairs, and maintains street signs.
- Supports a variety of community requests by overseeing and participating in hanging of banners, traffic control, and equipment operation.
- Trims weeds around roadways including the retrieval of litter or other debris on medians, gutters, curbs, and related areas.
- Maintain street lights and other fixtures.

Storm Drainage and Sanitary Sewer Maintenance

- Coordinates, oversees, constructs, cleans and repairs storm drains, ditches, pipelines and catch basins. Makes visual inspections. Taps trunk sewers and installs branch laterals. Lays pipelines.
- Operates and trains others to operate and maintain sanitary sewer pump stations, including troubleshooting of motors, pumps, valves, mechanical and related equipment.
- Operates and trains others to operate, specialized equipment such as a vactor, rodder truck and camera, to inspect, clean, construct and maintain storm and sewer pipelines, ditches, catch basins, lateral lines and manholes. Documents and maintain records on work progress such as pump station maintenance, amount of debris removed from catch basins and other collection points, and water quality sampling.
- Locates and marks sanitary sewer/storm main lines and laterals to elevate necessity of repair or placement. Demonstrates line location techniques to others.
- Responds to pump station alarms and/or any related failure to collection system operated and maintained by the City. Reports all "spills" to the Department of Environmental Quality (D.E.Q), as required by State and Federal regulations.

Water Distribution System Maintenance

- Coordinates maintenance of the water distribution system, including laying pipe, monitoring and maintaining pump stations and pressure reducing valves, repairing and replacing water lines, installing water mains, replaces fire hydrants, and repairing water

leaks.

- Maintains storage reservoirs, chlorination equipment, and water meters, testing and making repairs, replacing, as necessary.
- Responds to urgent situations initiated by customers. Investigates complaints and/or requests for services. Participates in determining cause and location of damaged utility lines or service in a way that minimizes damage to property owner or the city. Records information and makes appropriate referral.
- Installs new water services, including domestic, irrigation and fire prevention, to houses, buildings and businesses. Replaces water lines. Disinfects water mains or other appurtenances to ensure water safety.
- Repairs water leaks and breaks on water mains, services, valves, air valves, meter devices, backflow, hydrants and regulators. Overhauls and maintains water valves. Collects water samples for testing.
- Performs snow/ice and other weather-related response.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires considerable working knowledge of the methods and techniques of general construction, maintenance and repair related to public works. Requires knowledge of inspection, servicing, repair, or replacement methods used in streets, parks, water distribution systems, or storm drain and sanitary sewer systems. Requires knowledge of and skill in using equipment and tools used in the maintenance and repair as assigned public works systems, including medium to heavy machinery, sufficient to train others. Requires knowledge of occupational hazards and safe work practices sufficient to conduct training and observe work behavior in the field. Requires knowledge of and skill in performing detailed operations such as cutting and repairing pipe. Requires knowledge of personal computers sufficient to access information, prepare correspondence, and send e-mail. Requires sufficient math skills to record distance and volume measurements. Requires sufficient human relation skills to work as part of a team, conduct training, and demonstrate courtesy to customers.

- **Abilities**

Requires the ability to independently perform and train others in a variety of skilled and semi-skilled maintenance, construction, and repair work in the area of work assigned and participate with other Specialist in related areas. Requires the ability to operate a variety of vehicular and stationary mechanical equipment in a safe and efficient manner. Requires the ability to read and understand oral and written instructions, diagrams, maps, and blueprints. Requires the ability to use a personal computer to access and print maps and other printed material and to store field data. Requires the ability to accurately estimate and record labor and material costs connected with work assignments. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

- **Physical Abilities**

Incumbent performs work of an active nature requiring sufficient cardiovascular condition to carry out the job duties on a sustained basis. Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and operate demanding equipment. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, video readings, and observe stationary and moving objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions and on varying work hours.

- **Education and Experience**

The position typically requires a high school diploma and five years of varied utility construction and repair experience. The position may require for specific applications, certification and/or special training.

- **Licenses and Certificates**

Requires a valid Class A CDL with N endorsement. Requires a Class 2 Water Distribution or Grade 2 Wastewater Operator or equivalent certificate.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor, exposure to fumes and septic conditions, temperature variations, and dangerous equipment.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.