

City of Cottage Grove
Job Description
Leadman I, Utilities Division

Department: Public Works & Development	FLSA: Non-Exempt
Reports to: Utilities Supervisor	Representation: Laborers
Pay Range: 16	Date Adopted: August, 2017

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Supervise one or more employees and crews involved in the maintenance and in-house construction activities of the City's water distribution, sewer collection, storm water drainage, and transportation systems. Responsible for the City's water meter, utility locate, water on-off and rodent control programs.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Operates utility locating equipment and has the primary responsibility for installation, repair and replacement of water meters in the City's water distribution system. Provide hands-on supervision of utility and street maintenance personnel. Assure that sufficient personnel, materials, and equipment are available to complete the assigned tasks. Responsible for acquiring needed materials and providing input regarding equipment needs. Performs customer relations in resolving customer issues, and coordinates various field activities on utility customer accounts. Responsible for personnel safety, training, evaluations, deployment and other duties as may be assigned, including all work methods used in the Public Works & Development Department.

ESSENTIAL FUNCTIONS:

1. Supervise one or more maintenance crews including training, safety, operational procedures and maintenance on equipment and tools.

2. Participates in personnel issues of subordinate employees including work review and performance evaluations.

3. Supervises and conducts the following activities associated with the water distribution, sewer collection, storm water drainage, and transportation systems:

- Routine maintenance & repair
- Utility customer complaints
- Utility service installations
- Water system shut downs
- Delinquent accounts
- Equipment Operation
- Construction of new facilities
- Materials ordering
- Employee Training & Safety
- Water meter testing and repair
- Water meter turn-on and offs
- Rodent control program

4. Coordinates the activities of private contractors in accordance with City requirements where contractors perform work that interconnects with the City's water distribution, sewer collection, storm drainage, and transportation systems.

5. Develops short and long range work plans for maintenance activities associated with the water system leak detection, cross connection, and water line flushing programs.

6. Participates on an as-needed basis in plan checks and design reviews of proposed public improvement projects.

7. Functions as a working leadman performing operational duties similar to those of a maintenance worker.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here 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.

In the performance of job duties the Leadman is required to sit, stand, communicate, discern alarms or notices, stoop, kneel, crouch and reach above shoulder level. Manual dexterity and coordination is required while operating light and heavy equipment such as locators, vehicles, trucks, manual and power tools, radios, computers, etc. Must be capable of regularly lifting, pushing, and pulling items weighing up to 50 pounds.

More than 90% of the work occurs outside on job sites including open excavations and confined spaces or other areas with uneven terrain in adverse conditions. Works with or around machinery, construction equipment and exposed to weather, noise, water, and dirt, mud, rock, and dust.

DISTINGUISHING CHARACTERISTICS:

JOB SPECIFICATIONS:

Education:

High school graduation or equivalency: preference given for an Associate's Degree in related field. Must possess current State of Oregon Class A driver's license and current State of Oregon Certifications as listed below. Additional Certifications resulting from educational achievement will be taken into consideration for advancement or promotional opportunities.

Experience:

Five years of experience or a combination of experience and training that has provided specific knowledge to perform water and sewer utility operation. Experience supervising crew members is preferred.

Knowledge of:

Water distribution and wastewater collection systems operation, on's-and-off's, and new account regulation procedures.

Skill In:

Effectively leading a crew in the timely and safe completion of water meter installation. Operating current state-of-the-art utility locating equipment.

Ability To:

Deal courteously and expeditiously with the public: establish and maintain good relationships among employees; prepare employee evaluations; set priorities for work to be done; estimate materials needed and costs involved in proposed work; generate work orders.

Special Requirements and Certifications:

Should possess the following certifications or the ability to work towards and possess:

- Water Distribution II
- Waste Water Collection II

Supervisory Duties:

Works independently and routinely supervises a crew consisting of one or more employees involved in water distribution, wastewater collection, storm water drainage, and transportation facilities maintenance and construction. Personnel supervised under this classification include Maintenance Workers.

Supervision Received:

Works under the direction of the Utilities Supervisor

Contact with Others:

Has regular contact with the public and contractors.