

## **UTILITIES SERVICE SPECIALIST LEAD JOB CLASSIFICATION**

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### **GENERAL FUNCTION**

Assigns and directs the work of individuals and crews performing varied manual work and equipment operations to keep group 4 water distribution system and state fire rating level 3 in compliance. Keep collection and storm system in compliance with the National Pollutant Discharge Elimination System waste discharge permit (NPDES) and RCW 90.48 Water Pollution Control Laws and Federal Water Pollution Control Act title 33 US Code. Performs the more complex maintenance and equipment operations.

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**REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES** (Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Performs as Lead worker on the sewer/storm and water construction and maintenance crew installing or repairing mains, services, or any other operation associated with the city systems. Performs the more complex maintenance and equipment operation.

Coordinates materials, tools, equipment, road closures, public notification, and personnel prior to initiating new construction.

Operates and supervises the operation of such equipment as: Dump truck, back hoe, hoe pack, fork lift, boom truck, loader, jackhammer, trench less boring equipment and various other construction equipment.

Evaluates day-to-day projects and maintenance to provide information for planning future work. Assists in planning and execution of complex, difficult and everyday projects.

Trains assigned employees in the proper operation of various specialized equipment, repair methods, techniques, and installation of water system components such as fire hydrants, valves, touch/radio read meter installation, services, booster station and other various components.

Collects data for projects by: smoke testing, dye testing, video taping, jetting (with vector), location of lines (electronic locator), reading flow rates collected by flumes and ultrasonic level sensing devices, review and analyze maps, blueprints, as-builts, engineering reports, and overflow data.

Originates and reviews documents used during data collection. Oversees and directs field crews while collecting data. Develops procedures to be used by field crew during identification process. Ensures that data collection crew operates within prescribed safety standards and procedures. Evaluates collected data and reports to appropriate staff. Schedules test with Homeowners, Landlords, Tenants and Business owners. Notifies Public, E.M.S., City and County Personnel of testing procedures in their area or jurisdiction.

Assists Supervisor in the hiring and evaluation of employees.

Evaluates information compiled by field crews. Determines problem areas. Analyzes problem areas for possible corrections. Estimates the cost of correction. Orders materials necessary to perform the task.

Uses survey equipment to determine elevations and feasibility of potential projects. Sets and operates within timelines to complete projects to ensure smooth cost effective cooperation between city and contractors. Assists engineering in the planning of construction of projects and mapping of current system.

Installs and/or modifies systems such as manholes, catch basins, mains, lateral lines, vaults, weirs, flumes, and flow monitors.

Trains assigned employees in their area of work in maintenance and repair methods, technique, and in the setup and use of equipment, and verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable specifications.

Inspects, cleans, and repairs small tools and equipment for replacement of worn items and installation of new or replacement parts. Orders necessary parts to keep broken or deficient equipment in operation. Inspects vehicles and equipment for deficiencies prior to operation on a daily basis.

Responds to public inquiries in a courteous manner, resolves complaints independently in an efficient and timely manner, and provide notice and information within the areas of assignment.

#### **Other Duties**

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Class four water distribution system, storm and sanitary system.
- Applicable federal, state and local laws, rules and regulations.
- Safety standards and policies, methods, practices, procedures.
- Methods, practices, and equipment used in the operation, installation, maintenance, and repair of sewer/storm collection systems.
- Plumbing standards in relation to elevation, depth, falls and slopes.
- Operations and procedures for maintaining, inspecting, oil/water separators, grease traps and interceptors, detention and retention ponds.
- Occupational hazards and standard safety practices for each area of work assigned.
- Operation and maintenance of pressure reducing/control and pressure relief valves.

#### **Skilled in:**

- Equipment used in the operation, installation, maintenance and repair of city of Bremerton's class four water distribution systems.

#### **Ability to:**

- Work well in high stress situations for extended periods of time while exercising leadership and accurate decision making.
- Educate and motivate crewmembers.
- Plan, organize, schedule, prioritize, guide, direct, and motivate crew.
- Ensure all work is performed in accordance to plans, blue prints and applicable federal, state and local laws, rules and regulations.
- Negotiate the streets and right of ways of the city confidently.

- Operate proficiently all of the construction equipment utilized in sewer/storm maintenance and construction.
- Read and understand maps, blueprints, and basic maps.
- Give clear and complete instruction orally and writing.
- Perform basic arithmetic calculations
- Report to emergencies 24 hours a day.
- Analyze data and find solutions to complex problems.
- Work and stay focused on long term projects with multi-tasking responsibilities.
- Adapt and construct tools and improved work methods, and applications necessary to accomplish work assignments.

### **QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)**

Any combination of education and experience equivalent to a High school diploma or G.E.D. and three years of progressively responsible experience in the water supply operation and/or water distribution systems. Twenty-four hour availability for emergency repair and participation in the standby rotation.

### **Special Requirements**

Water distribution manager I certification. Wastewater I certification. Trained in confined space, asbestos-cement pipe work practice, first aid and CPR and possess certification for each. Must have valid Washington State CDL class A driver's license with tanker endorsement. Washington State Flagging certification, cross connection control certification, competent person training for trench and excavating.

### **PHYSICAL REQUIREMENTS**

Physical strength and ability to perform heavy manual labor for extended periods under dirty and uncomfortable conditions in all kinds of weather. This includes ability lift over 80 pounds, confined space, traffic and exposure to noise, fumes and chemicals.

### **WORKING CONDITIONS**

Work is performed in the office and in the field with exposure to noise, traffic, various weather conditions, and hazardous conditions such as confined space entry, fumes, heights, long hours in emergency situations and handling dangerous chemicals such as chlorine. Twenty-four hour availability for emergency repair and participation in the standby rotation.

Requires extended periods at job sites, to include: manholes, vaults, and ditches.

The employee may also have the potential for such health risks as: Hepatitis, inhalants, and Bloodborne pathogens, due to exposure to (feces, urine, hypodermic needles etc.) May be exposed to chemicals, noxious fumes, and explosive atmospheres.

### **LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

**Fair Labor Standards Act:** The classification is non-exempt under the laws of fair Labor Standards Act minimum wage and overtime provisions.

**Representation:** The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

**Civil Service:** The classification is included in the City's Civil Service System.

**Appointment and Removal Authority:** The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Civil Service Rules.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with approval by the Civil Service Commission, as the needs of the City and requirements change.