

**WEST VALLEY SANITATION DISTRICT
OF SANTA CLARA COUNTY**

MAINTENANCE LEAD WORKER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general supervision or direction, the Maintenance Lead Worker leads, oversees, reviews and performs a variety of wastewater collection system maintenance duties assigned to maintenance crews including cleaning, televising, inspection, repairing, clearing, locating, and constructing District facilities; assumes responsibility for the more difficult and complex tasks and the performance of assigned cleaning crews; demonstrates a full understanding of the proper and safe use and operation of all equipment, tools, and methods associated with wastewater collection system maintenance; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Maintenance Lead Worker is a lead journey level class in which incumbents have developed thorough knowledge, abilities, and skills in the operation and maintenance of wastewater collection systems, including maintenance and repair methods, District maintenance equipment and procedures, and excellent working familiarity of the District collection system and service area. The Maintenance Lead Worker is expected to independently perform the full scope of assigned duties with little or no instruction. This classification is distinguished from the next lower classification of Maintenance Worker II by requiring the individual to serve in a leadership role over maintenance crews in the performance of complex and routine tasks. Incumbents may be eligible for advancement to a *Specialty* position by possessing a high level of knowledge and skill in key technical specializations.

SUPERVISION RECEIVED AND EXERCISED

The Maintenance Lead Worker receives general supervision and direction from higher level Operations Staff. Incumbents exercise functional and technical supervision over lower level maintenance workers.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following:

- Leads, oversees, reviews and performs the work of staff responsible for maintenance, repair, construction and installation work in sanitary sewer and storm drain systems and related facilities; develops and implements crew assignments, assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.

MAINTENANCE LEAD WORKER

Page 2

- Performs cleaning, repair, construction, CCTV inspection, locating, and installation work on a variety of structures and assets related to the sanitary sewer and storm drain systems.
- Operates a variety of vehicles and equipment including: service trucks, dump trucks with trailers, forklifts, skid loaders, Vector trucks, rodger trucks, emergency generators and pumps, CCTV van, and others.
- Serves on the on-call rotation for service calls during non-work hours, weekends, and holidays.
- Performs Underground Service Alert (USA) locating.
- Performs traffic control and setting and dismantling of traffic control devices.
- Performs routine vehicle and equipment maintenance, small equipment and hand tool maintenance, yard maintenance, and facility maintenance.
- Utilizes a variety of construction equipment (jackhammers, shovels, welder, grinder, saws, concrete mixers, compactor, etc.) to repair and or install sewer pipe, cleaning equipment and tools, manholes, cleanouts, pump stations, and facility improvements.
- Responsible for ensuring safety of the assigned maintenance crew and assists in safety training for maintenance staff.
- Utilizes field laptops and field maintenance software in the performance of daily maintenance responsibilities, receiving and closing of maintenance work orders, locating service call addresses, locating sewer and storm structures, and documenting field changes.
- Utilizes office computers and Microsoft Office and computerized maintenance management software to generate reports, spreadsheets, enter or extract sewer system maintenance and asset information.
- Provides leadership, oversight, and mentoring of lower level maintenance workers in the Operations Department.
- Establishes positive working relationships and demonstrates a professional demeanor to representatives of community organizations, state/local agencies, District Board, management and staff, and the public.
- Reference Maintenance Lead Worker Job Task Analysis for specific strength and movement requirements associated with the essential tasks required of this position.
- Performs other related work as required.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push/pull tools, equipment and supplies weighing up to 122 pounds is required (reference Maintenance Worker Job Task Analysis). Additionally, the incumbent in this primarily outdoor position works in all weather conditions including wet, hot, and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The need to regularly communicate via mobile phone devices and or two-way radio is also required. Electronic field devices (laptops) and associated programs are utilized as part of the daily maintenance routine. A portion of the duties may involve extended periods sitting at a computer

work station. The incumbent must be available for on-call and stand-by duty, and respond to after-hours emergencies.

A Maintenance Lead Worker Job Task Analysis was performed that identifies essential tasks related to these positions. Specific strength and motion requirements have been identified in the Analysis for each essential task and established the physical capabilities that will be required of the incumbent. To qualify for a position as a Maintenance Lead Worker, a functional capacity test will be administered following an offer of employment, but prior to employment, to determine if the individual can meet the strength and motion requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Employees of the District are, by State and Federal law, Disaster Service Workers (CA Government Code, Section 3100). In the event of a declared emergency, any employee may be assigned activities that promote the protection of public health and safety, or the preservation of lives and property, either at the District or within the local community.

MINIMUM QUALIFICATIONS

Education and/or Experience:

Any combination equivalent to the education and experience requirements that provides the required knowledge, abilities, and skills necessary for the position is considered qualifying. A typical way of meeting the required education and experience is to possess the equivalent of:

- A high school diploma, or GED equivalent, or completion of the twelfth grade.
- Successful completion of Kenneth Kerri, Operation and Maintenance of Wastewater Collection Systems - Volume I and Volume II Coursework at time of hire.
- Two years of work experience as a collection systems maintenance worker equivalent to that obtained as a District Maintenance Worker II, and very familiar with the District's service area and collection system.

License or Certification:

- Possession of a Class A or B California driver's license with tank endorsements.
- Possession of a Grade II Collection System Maintenance Certification issued by the California Water Environment Association Technical Certification Program.

KNOWLEDGE, ABILITIES, AND SKILLS

(The following are a representative sample of the KAS's necessary to perform essential duties of this position.)

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of sanitary sewer systems, storm drains, street patching, curb repair, lighting, traffic signs and related collection facilities; safety requirements for operation of maintenance trucks, tools, and other equipment; principles and practices of supervision, leadership, mentoring, and motivation; electronic communication devices (mobile phones) and two-way radio; computers and computer software; occupational hazards and standard safety procedures.

MAINTENANCE LEAD WORKER

Page 4

Ability to:

Oversee and perform maintenance, repair and installation of asphalt, concrete and storm drains; operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safely; supervise, direct and lead maintenance crews; perform heavy manual labor; wear self-contained breathing apparatus and respirators; be clean shaven to conform to District confined space manhole entry permit policy and procedures; pass drug and alcohol testing for pre-employment and random testing throughout employment to satisfy DOT requirements; ability to maintain required DMV driver's licenses; ability to be insurable by the District to operate its vehicles; observe safety principles and work in a safe manner; follow written and oral directions; read, interpret, and apply policies, procedures, and manuals; communicate clearly and concisely, both orally and in writing; effectively utilize electronic communication devices (mobile phones) and two-way radios; establish and maintain effective working relationships; follow directions from higher level Operations staff.

Skill to:

Observe, recognize, and determine safe and unsafe working conditions in the field and at District facilities; satisfactorily complete work assignments within the allotted time for the activity; safely and effectively operate maintenance equipment and tools; effectively fulfill a lead role in directing and mentoring lower level maintenance staff in performance of their duties; communicate clearly and effectively with District staff, public, and other governmental representatives; safely and responsibly drive motorized vehicles; effectively use office computers and maintenance and Microsoft Office software.