

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 31, 2012

POSITION TITLE: **FIELD SERVICES WORKER LEAD - OPERATIONS**

GRADE LEVEL: L

SUPERVISOR TITLE: Water Systems Supervisor

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA






DEFINITION

Under immediate, progressing to general supervision, to perform a variety of distribution systems related issues. Plans, coordinates, leads, instructs and participates in the preventative maintenance of the potable, recycled, and raw water systems. Locates and exercises distribution and transmission valves as part of an ongoing valve maintenance program.

CLASS CHARACTERISTICS

This is the senior level position in the field services worker class series. Positions assigned to this level perform a full range of valve operational duties under general supervision. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Provides work direction and technical instruction to crew
-  Provides on-the-job training in the proper and safe performance of the crews work and in the use of tools, equipment, and safety devices
-  Inspects and evaluates the work of assigned personnel; provides input to the supervisor on individual crew member performance and assists in the preparation of employee performance evaluations
-  Orders equipment, materials, and supplies
-  Lay out, coordinate, lead, and participate in the maintenance and servicing of the valve maintenance program

- ✎ Ensures proper safety procedures while working in dangerous situations, including confined spaces and road/street traffic
- ✎ Exercise and maintain all District water valves including gate, butterfly, and plug valves
- ✎ Service plug valves to District Standard Operating Procedure (SOP)
- ✎ Collect GPS coordinates using District sub-meter devices.
- ✎ Create and update valve tie details with pertinent information.
- ✎ Operates the computer for Geographical Information Systems (GIS) and CMMS application
- ✎ Prepares and submits information about changes needed in the Districts mapping and geographic information systems (GIS) to accurately reflect field conditions
- ✎ Flush fire hydrant laterals and mainlines to ensure good water quality
- ✎ May assist Distribution Operators with other related duties
- ✎ Works in vaults and other confined spaces
- ✎ Operates a variety of equipment including valve turning machines, vacuum systems, various manual and power hand tools, lifting equipment, and other pieces of equipment as needed
- ✎ Conduct applicable traffic control
- ✎ Maintain all equipment, tools, pumps and lights
- ✎ Perform related duties as assigned
- ✎ Perform emergency hazardous materials response to District facilities; implement the District's emergency response plan; respond to releases or potential releases for the purpose of stopping the release of a hazardous substance; function within an assigned role in the Incident command system; use proper specialized chemical personal protective equipment, including a level A suit with SCBA

Field Services Worker Lead – Operations

Knowledge of:

- ✎ District sites and facilities
- ✎ Advanced water distribution principles
- ✎ District policies and procedures related to customer service and customer relations
- ✎ OSHA confined space, fall protection procedures, and hazardous requirements
- ✎ Traffic control procedures
- ✎ District pressure zones
- ✎ Advanced computer skills

Ability to:

- ✎ Diagnose and correct distribution system valve and mapping issues
- ✎ Operate and train others in the use of a variety of hand and power tools
- ✎ Advanced Distribution system Troubleshooting
- ✎ Coordinate assigned activities with the activities of other departments

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Two (2) or more years of increasingly responsible experience as a Field Services Worker II – Operations.

Training: Any combination of formal or informal training and education that provides the ability to read or write at a level required by the assigned duties.

Licenses and Certificates:

- ✎ Grade D3 Water Distribution certificate – CDPH, required or obtain within one (1) year
- ✎ Grade T1 Water Treatment certificate – CDPH, required
- ✎ Traffic Control certificate, required
- ✎ First Aid certificate, required
- ✎ Confined Space certificate, required
- ✎ Valid California driver's license, required


PHYSICAL REQUIREMENTS/WORKING CONDITIONS


The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operate District vehicle in field installations, construction and maintenance work
- ✎ Carry, push, pull, reach and lift equipment and parts weighing up to 60 lbs
- ✎ Stoop, kneel, crouch, crawl and climb during field maintenance and repair work
- ✎ Communicate verbally with District staff in face-to-face, one-to-one settings
- ✎ Regularly use a telephone, cell phone, or radio for communication
- ✎ Stand for extended periods
- ✎ Heavy exertion of energy
- ✎ Hearing and vision within normal ranges

The essential functions of this position may expose the employee to the following working conditions:

- ✎ Inclement weather
- ✎ Toxic materials and gases
- ✎ Electrical Hazards
- ✎ Extremely high water pressures
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment

 Traffic hazards

 Potentially dangerous animals and insects (dogs, bees, spiders, snakes)

OTHER REQUIREMENTS

 Willingness to work nights, weekends and overtime, as necessary

 May also be required to serve on standby duty as assigned by management

Employee Signature

Date

Supervisor/Manager Signature

Date