



# CITY OF RICHLAND

<b>CLASSIFICATION TITLE:</b> LEAD CRAFTSWORKER (WASTEWATER MAINTENANCE)	<b>AFFILIATION:</b> Affiliated (IUOE)
<b>REPORTS TO:</b> WASTEWATER MAINTENANCE SUPERVISOR OR DESIGNEE	<b>FLSA STATUS:</b> Non-Exempt

## **GENERAL SUMMARY:**

In the absence of the Wastewater Maintenance Supervisor, directs co-workers and assumes responsibility for accomplishing daily division objectives. Provides customer service in harmony with previously established procedures and routine daily practices. Subject to after hours and weekend work as needed.

## **ESSENTIAL JOB FUNCTIONS:**

*Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.*

- Assigns, schedules and directs co-workers in the daily activities of the division in the absence of the supervisor.
- Applies skills from a variety of crafts towards the construction, maintenance and repair of the City's wastewater or stormwater systems.
- Provides direction and oversight to assigned workers on specific assignments.
- Answers customer complaints and inquiries in a professional manner and consistent with established policies and procedures.
- Maintains records of all work activities during the supervisor's absence.
- Performs all the functions of a General Craftsworker as required.
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES:**

*Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.*

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Regulations, policies and procedures applicable to pipeline or sewer construction safety and water system operation and maintenance.

- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Methods, procedures and practices associated with the repair and maintenance of a wastewater distribution system, treatment plant and other related facilities.
- Proper application of various metering devices to specific flow conditions.
- Construction safety practices, including confined space and trench safety.
- Applicable health and safety policy, procedures and practices.

**Skills and Abilities to:**

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Read and interpret sketches and blueprints.
- Assist with the training, direction and evaluation of assigned staff.
- Follow oral and written instruction.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Remove, repair and reinstall meters.
- Safely operate boom trucks, backhoes, hand and power tools, including rig equipment and materials for hoisting or moving.
- Answer customer complaints and inquiries in a professional manner.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

- High school diploma or equivalent.
- Two (2) years of experience performing heavy construction or maintenance as a General Craftsworker with the City of Richland.
- Or an equivalent combination of education, training and experience that will provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

**LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:**

- Valid Washington State driver's license including Class 'A' CDL with tanker endorsement.

**WORKING CONDITIONS**

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Environment:**

- Typically performed in the field, which requires travel daily from site to site to perform maintenance and repair activities and checking on construction.
- Work is performed on city streets where workers may encounter traffic hazards.
- The work is performed at street level, but may require to work below ground in manholes and lift stations/pump stations.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- Work is performed within construction sites, which may be dirty and strewn with construction debris.
- The noise level in the work environment is can vary from extremely loud, to moderate, to quiet depending on type of work being performed.
- May be exposed to moving mechanical parts, vehicles, and heavy equipment when working within a construction site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

**Physical Demands:**

- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, as well as the ability to climb ladders and stairs, ride on platform hoists.
- Ability to walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

**SELECTION GUIDELINES:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.