



CITY OF RICHLAND

CLASSIFICATION TITLE: LEAD CRAFTSWORKER (WATER MAINTENANCE)	JOB # 3052	AFFILIATION: Affiliated (IUOE)
REPORTS TO: WATER MANAGER	PAY GRADE: Per CBA	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Directs co-workers and assumes responsibility for accomplishing daily division objectives by constructing and maintaining the City's water and irrigation systems. Provides customer service in harmony with previously established procedures and routine daily practices. Subject to after hours, weekend and holiday work as required. Safely performs all job functions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assigns, schedules, directs and aids the Water Manager in the review of performance and safety work activities of assigned personnel.
- Coordinates work with contractors and departments to develop and assign work schedules for installation and maintenance activities such as excavating and back-filling trenches, installing and repairing water mains and related elements and installing new services to customers; prepares back-up schedule.
- Oversight of maintenance and repair of large irrigation systems, including spring start-up and winter shutdown of systems; directs the repair of irrigation systems and facilities, including pumps, valves, and pipelines
- Plans, schedules and directs the activities of the Meter Maintenance Program, including testing, repair, and exchange of meters.
- Investigates damage claims for water line malfunctions; assigns the repair of leaks and line breaks in water pipe lines; recommends proper methods of installing and renovating water lines and services including fire hydrants
- Communicates with the public, City departments and contractors to receive complaints and suggestions, provides information and explanation; discusses construction projects

and activities; investigates and follows up on issues raised by the public, contract and government agencies as necessary.

- Review Construction plans and provide comments and feedback to Engineering
- Participate in pre-construction meetings and provide professional feedback and direction.
- Schedules and monitors repair of division vehicles.
- Answer customer complaints and inquiries in a professional manner, consistent with established policies and procedures.
- Applies skills from a variety of crafts towards the construction, maintenance and repair of the City's water distribution system.
- Maintains records of all work activities.
- Provides training, direction and oversight to assigned workers on specific assignments.
- Performs all duties of a General Craftworker.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

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.
- Laws, regulations, policies and procedures applicable to pipeline construction safety and water system operation and maintenance.
- City standards, Materials lists and WSDOT M41-10 and ability to apply these to review and oversight of plan reviews and projects.
- General operating principles of pumps, motors, control valves, and electronic controls used in water and irrigation systems
- 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 water distribution system, treatment plant and other related facilities.
- Proper application of various metering devices to specific flow conditions, and the ability to remove, repair and reinstall meters as needed.
- 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.
- Assist with the training and evaluation of performance of assigned staff.
- Ensure work projects are completed according to codes, specifications and time lines.
- Follow oral and written instruction.
- Follow health and safety regulations.

- Observe legal and defensive driving practices.
- Read and interpret sketches and blueprints.
- Safely operate boom trucks, backhoes, excavators, hand and power tools
- Rig equipment and materials for hoisting or moving.
- 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.
- 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.
- 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.
- Provides 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 GED.
- Two (2) years of experience performing heavy construction or maintenance as a General Craftworker with the City of Richland.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license including Class "A" CDL with tanker endorsement.
- Must have current Washington State Water Distribution Manager III certification upon hire and must obtain a Washington State Water Distribution Manager IV certification within (1) year of becoming eligible.
- Must obtain a Washington State Cross Connect Specialist (CCS) certification within one (1) year of hire date.

COMPETENCIES:

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

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 encounter traffic hazards.
- Workers perform work at street level and may be required 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 requires inspection of 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:

- Must be able to regularly and punctually attend work at the shop or other assigned locations.
- 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, before groups 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.

AUTHORIZATIONS: (For Archive)

Human Resources Director

Date

Department Director

Date

City Manager or Authorized Designee

Date

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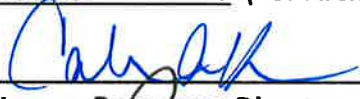


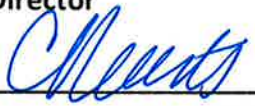

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