



## Utility Technician Crew Leader

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### **DEFINITION**

Under general direction, perform lead supervisory and technical work in the operation and maintenance of wastewater treatment process, collection systems, storm water system, industrial pretreatment, and water distribution; and assist the Utility Manager in planning, organizing, and supervising activities of the operation.

### **SUPERVISION RECEIVED**

Reports to the Utility Manager.

### **SUPERVISION EXERCISED**

Exercises lead technical and functional supervision over technical staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Estimate time, material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; assist in major project layouts.

Train assigned employees in the areas of work methods, techniques, and the use and operation of equipment; assist in employee appraisal.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable work methods; ensure adherence to safe work practices and procedures.

Ensure the adherence to applicable standards and specifications; maintain cleanliness of utility area and tools.

Act as lead operator and provide direction and training to assigned personnel regarding all facets of plant operation, collection, drainage, lab, pretreatment, and water distribution system.

Maintain liaison with and supervise Utility Technicians to ensure treatment is meeting established standards of quality.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Develop and monitor safety and work procedures and selection of new equipment; perform and coordinate servicing, repair, and maintenance of mechanical, electrical, and electronic facilities of

the collection and treatment facility including mains, lift stations, pump stations, PRVs, and treatment process equipment consisting of motor compressors, and electronic computers and telemetry; maintain aerated cells, lagoons, and filters.

Make adjustments in process control pursuant to test results.

Oversee operation of the laboratory and test procedures; perform standard and complex chemical and bacteriological tests and procedures on water samples taken before, during, and after treatment; prepare and analyze ongoing and periodic reports of test results.

Perform inspections of public works and utility construction; provide information to builders and contractors regarding requirements of specifications and plans.

Assist the Utility Manager in administering the industrial pretreatment program and liquid waste management program; investigate chemical or hazardous waste spills.

Maintain complete inventory control over parts and materials used.

Take and record water samples; conduct lab analysis on samples; document and report results of analysis.

Participate in planning process for water system rehabilitation.

Perform the full range of duties of the Utility Technician III.

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

#### **ESSENTIAL JOB RELATED QUALIFICATIONS**

##### **Knowledge of:**

Principles and practices of lead supervision and training.

Policies and operating routines of the wastewater treatment facilities, collection, drainage, lab, pretreatment, and water distribution system.

Fundamentals of laboratory analysis, interpretation, and calculations.

Pertinent federal, state, and local laws, codes, and regulations.

Operating characteristics of mechanical and electrical systems.

Operational characteristics of specialized utility treatment equipment and systems.

Materials, methods, and practices used in the operation of wastewater treatment, collection, drainage, lab, pretreatment, and water distribution facilities and equipment.

Practices and procedures of trench excavation and shoring.

Applied hydraulics for water systems; waterworks standards and nomenclatures for meters, pumps, pump components, piping, PRVs, and hydrants.

Safe work practices around gases, electricity, and chemicals.

Occupational hazards and standard safety precautions necessary in wastewater treatment plant operations, collection, drainage, lab, pretreatment, and water distribution system.

Care, maintenance, and repair of mechanical equipment including pumps, valves, and electric motors.

Regulatory standards including (EPA) Phase 5, Lead and Copper and Bacteriological Monitoring Requirements, (DEQ) Chapter 5 Certification Rules and Regulations, and Chapter 12 Configuration and Construction Rules and Regulations.

Tools and equipment used in construction, maintenance, and repair work.

Basic principles of recordkeeping.

Basic mathematical principles.

Safe driving principles and practices.

**Skill to:**

Operate the most difficult equipment and tools used in wastewater treatment plant, collection, drainage, lab, pretreatment operation, and water distribution system in a safe and effective manner.

Operate modern office equipment including computer equipment and software.

Perform manual labor for extended periods of time in all types of weather.

Operate a motor vehicle safely.

**Ability to:**

Provide lead supervision and training to assigned staff.

Estimate staffing resources and materials for assigned projects.

Independently perform the most difficult water distribution system maintenance and repair duties.

Interpret and apply the policies, procedures, laws, and regulations pertaining to Utility Division programs and functions.

Read meters and gauges correctly.

Collect samples and perform routine laboratory tests.

Make accurate inspections of operating equipment, assess the condition of wastewater from visual inspection, and identify problems.

Perform wastewater treatment plant, collection, drainage, lab, pretreatment, and water distribution operations work with accuracy, speed, and minimal supervision.

Read, interpret, and apply a technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Make routine repairs and adjustments to motors, pumps, and other equipment.

Prepare and maintain accurate and complete records.

Perform accurate mathematical calculations.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Seven years of experience in the operation of wastewater treatment and water distribution facilities and equipment.

#### **Training:**

Equivalent to a high school diploma supplemented by training in wastewater treatment, collection, drainage, lab, pretreatment, and water distribution.

#### **License or Certificate:**

Possession of a Level III Wastewater Treatment Plant Operator Certificate.

Possession of a Level II Collection System Maintenance Certificate.

Possession of a Level II Water Distribution Operator's Certificate.

Possession of a Level I Water System Certificate.

Possession of a Commercial Pesticide Certificate.

Possession of a Class B commercial driver's license with tanker endorsement.

Possession of First Aid and CPR Certificates.

Possession of a Trench Shoring Certificate.

Possession of a HAZMAT Awareness Certificate.

Possession of a Forklift Certificate.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs., exposure to cold, heat, noise, outdoors, chemicals, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; ability to travel to different sites and locations; availability for on-call, standby, and emergency call.

Effective date: January 2006

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