

**Oro Loma Sanitary District**  
2600 Grant Avenue  
San Lorenzo, CA 94580  
(510) 276-4700

## **LEAD WORKER**

### **DEFINITION**

Under general supervision of the Collection System Manager, performs and directs the work of Collection System Workers in the operation, maintenance, repairs and inspection of the sewer collection system.

### **SUPERVISION EXERCISED AND RECEIVED**

Exercises technical and functional supervision over Collection System Workers. Receives direction from the Collection System Manager.

### **IMPORTANT AND ESSENTIAL DUTIES**

1. Inspect sewer collection lines for stoppages or damage.
2. Assist crews in the performance of sewer repair and cleaning activities.
3. Operate and is responsible for the maintenance and proper operation of specialized equipment at work sites and in transit to and from work sites.
4. Ensure adequate tools and equipment are maintained on vehicles assigned to crew.
5. Ensure that vehicles assigned to crews are routinely checked and inspected as directed by the manager.
6. Assist in training of Collection System Workers.
7. Test and monitor manholes for dangerous gases and use proper safety precautions when entering underground areas; dig up and repair damaged sections of pipes; cut, install, thread and assemble new pipe; operate a variety of equipment including forklifts; vibrators, jackhammers, tampers and cutters; repair pressure hoses; pull hoses up and down hills, over fences and through front and backyards in the process of performing repairs; maintain assigned equipment.
8. Maintain accurate records of crew's cleaning and service response activities.
9. Perform emergency work on sewer lines and appurtenances.
10. Work within District, CalTrans and Cal-OSHA safety guidelines.
11. Keep the manager informed of the status of work projects, provide advice, and suggest viable solutions to problems.
12. Respond to questions from the public.
13. Mark locations of underground sewer systems as related to underground service alert notifications when assigned.

14. Establish positive working relationships with the District management and staff, other agencies and the public.

### **OTHER JOB RELATED DUTIES**

1. Provide input to the manager on crewmembers' performances and may assist in completing employee performance evaluations.
2. Observe manhole covers for overflow conditions, rattling or odors while driving to and from work assignments.
3. Participate in the District's stand-by program.
4. Perform related duties as required.

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

#### **Knowledge of:**

- Practical aspects of supervisory principles and practices.
- Common tools, equipment, materials and methods used in the maintenance, cleaning and inspection of a wastewater collection system.
- Safe working practices, occupational hazards and standard safety procedures.
- Basic mathematics.

#### **Skill to:**

- Operate equipment used in sewer maintenance, cleaning and inspection.
- Operate common hand and power tools.
- Operate a variety of power-driven equipment and sewer cleaning machines.
- Operate a motor vehicle safely.

#### **Ability to:**

- Meet respiratory requirements and use respirators when necessary or required.
- Assign and perform a variety of maintenance work relating to the wastewater collection system.
- Read street maps and blueprints.
- Direct the work of others.
- Prepare written records of work performed by crew.
- Read, understand and follow oral and written directions.
- Perform heavy manual labor; climb fences and pull hoses uphill and downhill.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Deal tactfully with the public and others in providing information, answering questions and providing customer service.

## **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Four years experience in pipe cleaning, underground pipeline construction, and/or combination of both.

### **Training:**

Equivalent to the completion of the twelfth grade.

### **License or Certificate:**

Possession of a valid California Class B driver's license, and a motor vehicle record which meets the District's driving standards. Continued maintenance of the valid Class B California driver's license, compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program, are conditions of continuing employment.

Possession of, or ability to obtain, within two years of appointment, a Grade II level certificate in Collection System Maintenance issued by the California Water Environment Association.

This position is subject to the requirements of the Department of Transportation (DOT) Regulations for random drug and alcohol testing.

## **SPECIAL REQUIREMENTS**

The physical demands and work environment described here 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.

While performing the duties of this job, the employee is frequently required to stand on paved streets or inclines, sit, walk, squat, reach, and twist; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move over 100 pounds. Incumbents must climb ladders and work at heights. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes and airborne pathogens; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood borne pathogens. In addition, employees use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment and work in heavy traffic conditions.

The noise level in the work environment is usually loud.

**Effective Date:** September 1992

**Updated:** November 2003