

| | |
|---|--|
| CITY OF CEDAR RAPIDS POSITION PROFILE | JOB CODE #/TITLE: AF130 Lead Water System Equipment Operator |
| POSITION #/TITLE: 0270 Lead Water System Equipment Operator | Adopted: 02-00 Revised: 03-16 |

| |
|-----------------------------|
| POSITION DESCRIPTION |
|-----------------------------|

| | |
|--|---|
| Dept /Division: Utilities/Water | Manager Level: Non-Manager |
| Salary Plan/Description: AFS/AFSCME | Salary Grade: 32 |
| Reports To Position #/Job Code #/JC Title: 0010/NB295/Wtr Distribution System Supv | Dotted-line Reports To Position #/Job Code #/JC Title: |
| FLSA Status: Non-Exempt | City Overtime Status (Employee Type): Non-Exempt (Exception Hourly) |
| Physical Demand Rating: Medium | Work Environment: Uncontrolled |
| Pre-employment Testing: Drug and health screening after contingent offer. | Position Testing: Heavy Equipment Operators skills test and/or written exam. |
| Personal Protective Equipment: Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Protective Clothing, Gas Monitor, Welding PPE | |

| |
|------------------------------------|
| General Statement of Duties |
|------------------------------------|

Operates a variety of construction equipment used in the installation, maintenance and repair of grounds and pipelines. Provides technical, inspection and supervisory maintenance services to sustain a continuing program of water supply and distribution to the City.

| |
|---|
| Distinguishing Features of the Class |
|---|

This classification is distinguished from Water System Equipment Operator and Repair Worker II positions by lead responsibilities and qualifications to fill in for the Water Distribution Supervisor when necessary. Exercise considerable discretion in work method and scheduling, and in assignment of tasks to subordinates. Serves in the absence of the Water Distribution System Supervisor.

| |
|---|
| Examples of Essential Work (Illustrative Only) |
|---|

Plans, organizes and supervises the repair and maintenance of the City's water distribution system in cooperation with the Water Distribution System Supervisor;
 Assists in the supervision of the preventive maintenance, service, and repair activities of the distribution vehicles/equipment;
 Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
 Trains employees on equipment, tasks, procedures, work standards and proper safety procedures;
 Purchases or orders supplies necessary to complete assigned projects;
 Ensures that tools and equipment are maintained in good condition;
 Inspects the construction of water distribution system installation and repairs to ensure compliance with specified standards;
 Reviews materials used and construction procedures for adherence to specifications or accepted standards;
 Serves as the liaison with contractors on proposed changes in methodology or plans, with approval of supervisor;

Reviews completed construction for compliance with Cedar Rapids Metro Specifications and proper restoration of area;
Operates light and heavy equipment in the installation, maintenance, and repair of valves, hydrants, water mains, service lines and related structures;
Performs competent person duties in trenching and excavation activities;
Collects, analyzes, and verifies the accuracy of field data and measurements;
Supervises and performs emergency and routine repairs as necessary during time periods outside normal working hours;
Repairs damage caused by construction and maintenance activities;
Follows sound safety practices;
Wears and properly uses all safety equipment including personal protective;
Unloads pipe and fittings;
Provides labor and uses hand tools as required;
Uses specialized equipment to locate leaks on pipelines and other components in the distribution system;
Drives and unloads trucks;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of the operation of tools used in water distribution, construction and maintenance including backhoes, trench shoring cages, welders, cutting torches, valves and hydrants;
Good knowledge of the Distribution Operations, record keeping, interpretation of maps, blue prints, engineering plans and specifications, and math calculations as they apply to related work;
Knowledge of local and state laws and regulations regarding the operation of heavy equipment;
Knowledge and skill in the construction, maintenance, and repair of a water distribution system and its components;
Knowledge of proper safety practices and procedures including right-to-know law, trenching and excavating, CPR; First Aid; and other mandated programs;
Ability to organize and provide effective direction, and leadership to work crews;
Ability to operate heavy equipment in an efficient manner;
Ability to operate and instruct personnel in the operation of tools and machinery used in water distribution construction, maintenance and repair activities;
Ability to communicate effectively and maintain working relationships with the Water Distribution System Manager, supervisory personnel, maintenance, utility, stores and leak detection personnel, other City employees, contractors, subcontractors and the public both orally and in writing, using both technical and non-technical language;
Ability to multitask between several job sites and/or multiple crew assignments;
Skill in accurately taking and recording measurements, and performing mathematical calculations and maintaining record systems;
Skill in application of specified knowledge of maintenance, repair methods, and techniques in a water distribution system;
Skill in the proper and safe operation, servicing, and maintenance of heavy equipment;
Skill in the use of tools including gas detectors; air, hydraulic, and electric tools; hand tools; air compressor; pumps; trucks; and other tools necessary to complete work in the maintenance, installation and repair of a water distribution system and its components;
Ability to read, write, and understand the specialized vocabulary of a water distribution system;
Ability to operate a personal computer program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Three years experience in operating heavy equipment in the operation of a water distribution system and a demonstrated ability to supervise employees, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Considerable experience in water distribution construction, repair and maintenance

Required Special Qualifications

Valid Iowa Commercial Driver's License (Class A) with appropriate endorsements and valid Medical Examiners Certificate.

Possession of a State of Iowa Grade III Water Distribution Operators License within 12-months of appointment.

Requires a medical exam periodically for crane operation.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Clarity of speech and hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to operate equipment and tools;

Sufficient manual dexterity which permits the employee to operate equipment;

Sufficient mobility and physical reflexes which permits the employee to perform in a confined space;

Sufficient physical abilities which permits the employee to wear and use personal protective equipment.