



Lake Whatcom Water & Sewer District Job Description

Job Title: Maintenance Worker Lead **FLSA Status:** Non-Exempt

Reports To: Operations & Maintenance Manager **Adoption Date:** February 9, 2021

POSITION PURPOSE:

Responsible for the maintenance and operation of the District's water treatment, storage and distribution systems, and the District's sewage collection and conveyance system, including varied manual work, maintaining electronic equipment and systems, and operating heavy and specialized equipment. Also assists in training other employees in District operations and maintenance activities, and supports the Operations & Maintenance Manager by providing work assignment and direction to maintenance staff. Responsible for safety of maintenance staff and on-site work performance and standards. Position differs from Maintenance Workers by their advanced technical skills. The position exhibits strong leadership and team building skills and performs all functions of maintenance staff. This is a journey level lead position that requires little or no supervision.

REPORTING RELATIONSHIPS:

Reports to and receives instruction, work assignments, and performance evaluations from the Operations & Maintenance Manager, and provides work direction to Maintenance Workers or temporary employees when assigning work and/or leading work crew(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Works with Operations & Maintenance Manager and other District personnel to safely and efficiently schedule and complete required maintenance and operation tasks;
- Determines required equipment, materials, and personnel for each task to ensure efficient and comprehensive task completion;
- Provides direction to work crews as it relates to operations and maintenance tasks, including organizing, directing, and performing on-site activities, training staff in proper methods and techniques, and assigning specific tasks to crew members;
- Assesses the conditions of work sites and determines proper layout and approaches for safe and efficient work;
- Proficient in operating all heavy equipment, power and hand tools and other construction equipment;
- Inspects the work of staff for adherence to standards and instructions, and plans and executes corrective actions as needed;
- Cordially responds to on-site inquiries and confers with property owners and contractors regarding work being performed;
- Participates in hiring and provides input in disciplinary measure of employees;
- Assists with and provides input into performance assessments of employees, including providing recommendations to the Operations & Maintenance Manager;
- Fills in for Operations & Maintenance Manager during absences;
- Performs all operations and maintenance activities expected of and described in the Maintenance Worker II job description; and
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Water treatment and distribution, and sewage collection and conveyance system equipment operations, maintenance and repair;

- Safety hazards inherent to outdoor construction work including confined space entry, shoring, trenching, flagging and traffic control;
- Safety procedures, rules and regulations necessary to maintain a safe work environment;
- Mechanical system maintenance and repair techniques;
- Regulations and standards applied to water and sewer system installation, maintenance and repair;
- District Design and Construction Standards;
- Accurate interpretation of blueprints, as-built sketches and maps; and
- Maintenance requirements of equipment, machinery and tools used in construction work.

Skill in:

- Leading, mentoring and motivating a team;
- Effectively planning and assigning work;
- Training and imparting skills to crew members;
- Exercising sound judgment and effectively solving problems;
- Demonstrating a positive attitude and being an effective team player;
- Demonstrating a high level of initiative, effort and commitment;
- Remaining flexible and able to make schedule changes based upon changing priorities;
- Use of tools and equipment for installation and maintenance of the District's facilities;
- Identifying occupational hazards and implementing appropriate safety precautions;
- Recognizing and recording numbers accurately to make mathematical computations rapidly and accurately while writing legibly;
- Completing forms and following written and oral instructions;
- Reading and understanding water and sewer utility specifications, maps, as-builts, drawings and schematics, plans and profiles;
- Communication and interpersonal skills necessary to maintain cooperative working relationships with coworkers, supervisor, and the general public at a level to sufficiently and respectfully exchange or convey information and to receive direction;
- Safely, efficiently and economically organizing and completing assigned tasks within the scheduled time frame;
- Operating hand, powered, and heavy equipment;
- Basic computer skills including working with Microsoft Office.

Experience/Education:

Any equivalent combination of education and experience that provides the knowledge, skills and abilities required to perform the job. A typical way to obtain knowledge and abilities would be:

Experience: Three (3) years of experience as a water or sewer service worker in a water and/or sewer district or experience in utility maintenance, installations and operations in the construction industry.

Education: High school diploma or GED equivalent.

Licenses and Certifications:

Possess and maintain:

- Class A Commercial Driver's License with tanker, air brake, and manual transmission endorsements
- Washington State Flagging/Traffic Control certification
- OSHA-compliant CPR/First Aid/AED certification
- OSHA-compliant Forklift Operator certification
- Confined Space Awareness certification
- Trenching, Excavation, and Shoring Competent Person certification
- Water Distribution Manager Class II certification
- Water Treatment Plant Operator Class II certification
- Cross-Connection Control Specialist certification
- Wastewater Collection Specialist II certification

WORKING CONDITIONS:

Primarily performs work outdoors in all types of weather, where conditions may be dirty, uncomfortable and hazardous, and in-doors in a noisy and hazardous environment where there is exposure to physical hazards from loud noises, chemical, electrical and mechanical systems, domestic wastewater, confined spaces, traffic and other dangers. Position is subject to 24-hour call-back/on-call as assigned to resolve customer problems and/or perform emergency maintenance/repair after normal working hours. This

position may require working in excess of 8 hours per day or 5 days per week. Travel for training purposes and to commute to other governmental agencies is required.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, smelling and repetitive motions for an entire day.

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: February 9, 2021



Justin Clary, General Manager