

ENGINEERING OPERATIONS LEADWORKER 2

CLASS DESCRIPTION

General Responsibilities:

This is responsible skilled and technical work in leading a maintenance crew in the maintenance and/or repair of the City's sanitary sewer, storm sewer and drainage facilities and other city projects. An employee in this class leads a crew consisting of one Street & Sewer Machine Operator 3's and one or more lower level machine operators and maintenance workers. Work is characterized by judgment and discretion in directing excavation work (i.e., subterranean, where consequence of error and safety considerations are crucial) and by direct responsibility and accountability for all phases of assigned and emergency work projects to include: determining the materials and supplies needed; confirming necessary utility clearances; determining the most cost-effective and timely methods to be used in making underground repairs; directing the crew in all phases of the work; and maintaining the safety of the crew and the general public. Under the general supervision of a Public Works General Foreperson, an employee in this class is expected to exercise considerable judgment and discretion in completing assigned work.

Work is distinguished from the Engineering Operations Leadworker 1 and 3 levels, in that the Engineering Operations Leadworker 2 will lead crews performing installation and repairs to sanitary and storm sewer mains and laterals, whereas the Engineering Operations Leadworker 1 is leading crews of Operator 2s in the general maintenance and repair of City's sanitary sewer, storm sewer, drainage facilities, and other City's Projects and the Engineering Operations Leadworker 3 will be assigned projects which are complex, a larger scale, and can include closed landfills, difficult and complex excavation and concrete work, complete installations, and building demolitions.

This position is not part of an automatic progression series. Rather, placement as an Engineering Operations Leadworker 3 is based on a competitive process or position study and the needs of the department.

Examples of Duties and Responsibilities:

Determine materials, supplies and equipment necessary to complete work. Review and evaluate assigned work orders and supporting documentation (i.e. CCTV reports and video, manufacturer's installation and use literature, plans, specifications, etc.). Mark location of repair in field as well as location of sanitary and storm facilities in vicinity of proposed excavation; confer with locators and/or watchdogs for other utilities as necessary. Communicate with affected property owners. Implement and maintain required erosion control and tree protection measures.

Communicate assignments to crew(s) and deploy to job site. Coordinate and direct activities of assigned crew members to accomplish work in a safe and efficient manner. Observe the work of assigned crew members employees on a regular basis and provide feedback to both employees and supervisor. Provide additional assignments as necessary to ensure that crew members are productive during work hours. Train and orient new employees on job skills,

safety procedures, and related work procedures and practices. Ensure that assigned vehicles and equipment are fueled and cleaned. Notify supervisor of any problems and/or damage to assign vehicles and equipment.

Perform repairs in the field, including Sanitary and Storm Sewer Pipeline Repair, Sanitary and Storm Structure Repair, Storm Drainage Facilities Repairs, and Concrete Repair. Direct excavation to avoid damaging other underground utilities, expose damaged facility and to provide proper alignment and grading of repair, replacement or extension. Ensure proper installation of trench shoring to provide safe working conditions in the trench and protect the work, existing property, utilities, pavement, etc. Remove any material not suitable for proper bedding and/or backfill. Install temporary and permanent patches and restore terraces and easements. Clean ditches to remove accumulated debris, sediment, trash, cat tails, beaver dams, etc.; load and haul excavated materials. Grade and repair greenways and other drainage areas.

Ensure safety on the jobsite at all times. Ensure that all assigned crew members are properly equipped with and using required personal protective equipment (i.e. steel-toed shoes, high-visibility clothing, hard hat, eye and hearing protection, etc.) for the job being performed. Install and maintain temporary work zone traffic control to ensure the safety of crew and allow vehicles, cyclists, and pedestrians to move safely and easily through or around work areas. Oversee and/or perform confined space entries. Oversee proper use of shoring, sloping & benching, and trench boxes. Check and monitor for potential hazardous atmospheres in trenches and structures. Ensure that excavation does not commence prior to authorized start date and time provide by Digger's Hotline and that all notified utilities have responded to locate request. Properly secure job sites that must remain open overnight.

Lead assigned crew(s) in responding to reports of damaged facilities and service outages that occur during regular business hours as well as after regular business hours. Locate and mark sanitary and storm facilities. Meet with utility representatives to determine location of other underground facilities. Assess situation, determine appropriate course of action and delegate tasks to assigned crew members. Confer with assigned supervisor as necessary to remedy situation. Lead assigned crew(s) and participate in various weather-related emergency response and recovery efforts. This includes, but is not limited to snow and ice control and removal activities; storm grate cleaning and debris removal; pumping; etc.

Maintain necessary reports and records related to repair tasks, including work orders, LPOs, receipts, invoices, tickets, and other documentation of supplies and materials that were purchased. Maintain inventory forms. Document and maintain records of Purchasing Card purchases. Maintain accident and incident reports and vehicle and equipment maintenance requests.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of applicable safety practices and equipment. Working knowledge of the methods and materials, and ability to use equipment and tools (i.e., dump truck, trailer,

skidsteer, chop saw, chain cutter, pumps, generators, compactor, 4-gas meter, pipe laser level, etc.) used in the installation, maintenance, and repair of sanitary and storm water systems work to include related principles, procedures, and terminology.. Working knowledge of state regulations relative to confined entry. Knowledge of related first aid principles and CPR. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to use computerized GIS records to identify and locate underground sanitary and storm facilities. Ability to interpret and apply prints and diagrams of under-ground utilities. Ability to effectively plan, assign, and lead the work of employees and crews. Ability to layout the work and lead a crew in all phases of the installation, maintenance, and repair of sanitary and storm sewer facilities. Ability to provide for crew and related traffic safety considerations. Ability to perform related skilled mechanical work. Ability to understand and effectively carry out oral and written assignments, and to make independent judgments and decisions when necessary. Ability to keep accurate paper and computerized records, and make oral and written reports. Ability to maintain effective working relationships with representatives of utility companies, Fire Department officials, the general public, supervisors and co-workers. Ability to successfully work with multicultural communities. Ability to perform manual tasks involving physical strength and endurance under variable weather conditions. Ability to operate a motor vehicle, equipment and tools used in the installation and repair of municipal sanitary and storm sewer systems. Ability to set up and use pipe laser level. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three (3) years of directly related experience in performing skilled or semi-skilled work in the installation, maintenance, and repair of municipal sanitary and storm sewer systems, including at least 1 year in a leadership role similar to a Street Machine Operator 3, Street and Sewer Machine Operator 3, Equipment Operator 3, Engineering Operations Leadworker 1, or equivalent. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a Class A Commercial Driver's License with an N endorsement upon appointment.

Physical Requirements:

Employees in this position must be able to lift/carry objects such as sanitary and storm covers weighing up to 75 pounds and must be capable of lifting heavier objects with another employee. This position requires a high percentage of work outdoors in all types of weather at various times of day and night while walking and standing. In addition, employees must be able to frequently bend, twist, squat, climb and reach for extended periods of time and work in confined spaces.

Employees must be able to respond to emergencies outside of scheduled work hours, including nights, weekends and holidays.

Department/Division	Comp. Group	Range
Engineering / Sewer	15	09

Approved: _____
Brad Wirtz
Human Resources Director

Date