



CITY OF BANNING, CALIFORNIA

Water Meter Crew Lead

Job Code: 4131

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under direct supervision of the Water Crew Supervisor (Distribution) will be responsible for ensuring that maintenance activity has been recorded and that crews are safely performing their duties; Crew leaders are responsible for collecting all parts and materials needed to complete job assignments and are responsible for underground utilities being marked, parts needed are ready and available before starting work. May be required to work in the wastewater collection system on an emergency or standby basis.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Responsible for new radio read water meter replacement program, including replacement of all water meters, new construction meter sets, and repair and replacement of meter boxes. Install new automatic radio read meters; tests and calibrates meters for accuracy and responds to customer inquiries and pressure questions. Update records for meter replacement program. Employees who do not have treatment certifications will not be permitted to work in treatment areas.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of water treatment operation methods and techniques.
- Knowledge of supervision principles.
- Knowledge of water production, distribution, maintenance and repair practices and procedures.
- Knowledge of the use in water system operation equipment and tools.
- Knowledge of safety practices in confined space, traffic control, and trench safety.
- Knowledge in welding and metal fabrication.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

(continued on reverse side)

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MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** four (4) years of experience installing, maintaining and repairing water systems that includes one (1) year of lead experience. Must have at the time of application and must maintain a California State Department of Health Services license in Water Treatment Grade T-1 and Distribution D-2 and class B California commercial driver license. Must obtain Grade I CWEA for Collection Systems Maintenance within 12 months of hire.

ADDITIONAL REQUIREMENTS: May be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. Depending on the needs of the City, incumbents in this classification will be required to obtain and maintain additional licenses or certifications and C.E.U. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back or stand-by schedules. May be required to respond to an emergency within thirty (30) minutes.