

**CITY OF SALEM
WATER PROJECT LEADER**

00517

NATURE OF WORK

This is skilled lead maintenance work in one or more areas in water distribution systems or other related City facilities involving large installations, maintenance, repair, and construction activities or coordination of a service related to one or more areas listed above.

Work involves responsibility for directing skilled work in one or a variety of areas of maintenance, repair, and construction of water distribution or other City facilities. Where work is more routine, there is a greater consequence in the independent performance of those duties such as coordination of overlay projects. Crew leader responsibilities include pre-planning large or multiple-location work assignments, estimating time and materials for projects, ensuring proper tools, equipment and supplies are available for assignments, ensuring work is performed with all safety precautions and to standards, directing the work at the project site, resolving on-site problems and ensuring project location is left clean and safe and proper documentation is completed. Work involves an extensive amount of decision making and judgement about materials, methods and quality of work assigned. This is not a full supervisory classification, but lead direction of others is expected on an ongoing basis.

Work of this class is distinguished from Water Maintenance Service Worker and Water Maintenance Operator II by the focus on larger scale projects assigned on a frequent basis and consequence of the work. Considerable latitude is given in pre-planning large projects, and thorough knowledge is required of the effects of the work on the system being maintained and the consequences to the public. Examples of larger projects performed by Project Leader include main relocations, major line realignments or repairs at multiple locations occurring simultaneously. Work is distinguished from the Public Works Field Supervisor by the absence of full supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Pre-plans and directs work at the site of water line and valve locations, and other related water service facilities. Performs water main line relocations, main installations and repairs, and large service taps, and coordinates reservoir cleaning and maintenance. Inspects wells, tanks, valves, and related water facilities and reports condition of facilities. Installs hydrants, service lines, service taps and meters; flushes lines and relocates lines.

Installs a variety of vaults; realigns services and performs other related services. Schedules, assigns, and conducts leak repairs at multiple locations.

Some positions within classification may be required to operate the following equipment:

Note: Equipment listed is an example only. It is not meant to be an exhaustive list of every kind of equipment operated by this classification.

Operates dump trucks, truck/trailer combinations, bobcats, loaders, forklift, small street sweepers, backhoes, hydrohammers, trenchers, crane trucks, flusher trucks, specific equipment unique to the area of work assigned and other tools and equipment such as compressors, compactors, cement saws, pumps, generators, jackhammers, pressure cleaners, fans, chippers, etc. connected with work assignments. Occasionally operates other construction equipment such as bucket or crane trucks, etc. Infrequently operates graders, caterpillars, tractored crane trucks, etc. Performs other related work as required.

WORK QUALIFICATIONS

High school graduation or GED and four years experience in water distribution maintenance, repair, construction of public improvements or other facilities, particularly within area of assignment or specialty including lead responsibilities; trade or professional training in area of specialty plus supervisory training; or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Considerable knowledge of the appropriate materials, tools, procedures, and equipment appropriate to the operational area or specialty to which assigned.

Knowledge of the occupational hazards involved and the safety precautions necessary when shoring, working in confined spaces and when doing traffic control signing and flagging.

Considerable skill in the performance of a variety of craft trades such as carpentry, painting, water utility construction and maintenance.

Considerable ability to make material and personnel estimates, interpret plans and specifications, keep records, and make reports.

Considerable ability to plan and organize work and direct the work of others.

Ability to perform a variety of assigned skilled duties and change from one project to another without loss of efficiency or quality.

Positions require possession of a valid Oregon Class A commercial driver's license with appropriate endorsements and the ability to meet City driving standards or the ability to move personnel and equipment efficiently from one location to another as required.

Position requires State of Oregon Water Distribution Systems I certification or the ability to get within one year and a Water Distribution 2 certification is desirable or other occupational related licenses or certificates mandated by State or Federal regulations.

Work is generally performed in the outdoors in all types of weather and field conditions from urban high traffic areas to open fields often involving work at heights or subterranean locations. The nature of the work often requires availability to respond during off-duty hours, in the evenings or on weekends. Work frequently involves moving from one physical location to another and performing physical tasks requiring bending, stooping, moving equipment and tools, with agility sufficient to perform maintenance, repair or construction tasks in confined spaces. Work involves exposure with safety precautions to sewage, dust, dirt, solvents, cleaners, lubricants, and other chemicals related to work assignment area. Work may require some use of modern office equipment such as using a personal computer.

This position requires being available for standby duty during non-work hours.

Personnel Director