

CITY OF SALEM
WASTEWATER COLLECTION PROJECT LEADER

00533

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 wastewater collection, storm drainage and 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, coordinating community self-help programs, ensuring work is performed with all safety precautions and to standards, directing the work at the project site, resolving on-site problems, 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 Wastewater Maintenance Service Worker and Wastewater 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 tap projects, major ditch or creek projects, or projects 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 sewer lines and storm drains, and other facilities. Performs grouting work and may, on occasion, perform television inspection of sewer lines, documenting irregularities. Taps sewer lines for new services, relocates utility service lines, realigns manhole covers or caps former service line access. Installs a variety

of vaults and utility chambers, realigns service access, and performs other related services. Coordinates drainage projects and conducts open channel drainage cleaning at multiple locations. Determines schedule of video taping of service lines and valves. Identifies storm drain lines, basins and grates for realignment, cleaning, or replacement.

Participates in work with other employees, volunteers, non-City organizations and citizen groups as a leader or coordinator in various maintenance and improvement projects. Maintains related documentation such as personnel and equipment time records, purchasing documents, etc. May respond to public or business inquiries, may review or draw plans, diagrams, and other illustrations related to work assignment.

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, forklifts, small street sweepers, combination drain cleaner, 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 backhoes, rollers, bucket trucks, tractored crane trucks, etc. Performs other related work as required.

WORK QUALIFICATIONS

High school graduation and four years experience in wastewater utility 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 in automotive and power equipment use 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, 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.

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.

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 a personal computer.

Position requires availability for standby duty during non-work hours.

Personnel Director