

## **Water Conveyance Leadworker**

### **SUMMARY/PURPOSE**

To coordinate, schedule, direct, and participate fully in the inspection, maintenance, repair, and operation of the City's conveyance system and oversee the activities of employees and contractors engaged in water, wastewater, and storm water operation and maintenance projects.

### **DISTINGUISHING FEATURES OF THE CLASS**

The Water Conveyance Leadworker is the lead position for employees working in the water conveyance system. At this level, incumbents perform the most complex and specialized work tasks, while exercising broader discretion and independent judgment within established guidelines. This classification serves as the leadworker for the Water Conveyance Specialists, Water Conveyance Technicians, or assigned personnel. An aspect of the work involves dealing with contractors, industry and utility representatives, and the general public in order to work out solutions to problems encountered during the course of the work. Incumbents have final responsibility for the repair and maintenance of the water distribution system or the waste and storm water collection system.

### **SUPERVISION RECEIVED**

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

### **SUPERVISION GIVEN**

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Lead and coordinate assigned conveyance system installation, repairs, modifications, and maintenance projects.
2. Perform highly skilled work in the operation and maintenance of water/wastewater/storm water pump stations.
3. Review construction plans and specifications for compliance with existing standards and plan projects.
4. Develop traffic control plans for worksites and instruct subordinates in proper installation of the plan, and inspect worksites for appropriate barricades, warning devices, and proper placement of equipment.
5. Monitor work progress and maintain records of work performed and materials used.
6. Interpret maps for the purpose of directing maintenance personnel to locate work projects.
7. Establish work standards and review work performance to ensure proper productivity using all means available including the work order management system.
8. Assign crews to accomplish work; keep records of work complete, in-progress, and work projected for later scheduling; schedule routine and long-range tasks as appropriate.
9. Authorize changes or deviations from proposed methods to suit the work situation; confer with supervisors regarding work progress and tasks or authorized action that facilitates increased production in critical assignments, such as changing crew composition and size, requesting support equipment, operators, new materials, tools, or supplies.
10. Monitor performance measures and initiate process improvements to meet unit level goals and objectives.
11. Visit field sites before major work projects are undertaken to determine probable extent of job and materials required; notify concerned agencies of major shutdowns; advise supervisors of probable complication which may require the cooperation of other departments or may involve the public.

12. Provide clear, sufficient, and timely information to the unit workers about plans, expectations, tasks, and activities.
13. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and moving forward within the work environment.
14. Plan construction and maintenance projects.
15. Provide materials and equipment necessary to perform work projects.
16. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
17. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
18. Provide training on new or modified procedures and policies to all affected parties.
19. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
20. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
21. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
22. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. A minimum of five (5) years of related education and/or full-time, verifiable professional collection system or water distribution experience.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Pollution Control Agency (MPCA) Wastewater Facility Operators S-C Certificate.
  - B. Possess and maintain a valid Minnesota Department of Health Water System Supply Operator Class C Certificate.
  - C. Possess and maintain an unlicensed individual electrical registration.
  - D. Possess and maintain a valid Minnesota Class B commercial driver's license or privilege.
3. Knowledge Requirements
  - A. Thorough knowledge of construction work methods and procedures related to maintenance and repair of wastewater collection systems and water distribution systems.
  - B. Thorough knowledge of telemetry/SCADA software and hardware.
  - C. Knowledge of location and topography of the conveyance and distribution systems within the city of Duluth.
  - D. Thorough knowledge of the materials, equipment, procedures, and practices used in the installation, repair, and maintenance of water distribution, sanitary and storm water collection systems.
  - E. Knowledge of methods and procedures of flow monitoring and sampling of water, wastewater, and storm water.
  - F. Knowledge of problem-solving and conflict-resolution techniques.
  - G. Knowledge of applicable safety requirements.
  - H. Knowledge of, or the ability to learn, City policies and procedures.

- I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - J. Knowledge of effective leadership and personnel practices.
  - K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
4. Skill Requirements
- A. Skill in diagnosing and performing repairs to water distribution system, and sanitary and storm water collection systems.
  - A. Ability to plan and lay out a work project, and develop work crew and equipment schedules.
  - B. Skill in the operation/maintenance of sampling/flow meter installation and data collection.
  - C. Skill in the operation and use of a variety of maintenance and testing tools and equipment.
  - D. Skill in setting up appropriate traffic controls.
  - E. Skill in directing and leading others.
  - F. Skill in calculation of water and wastewater volumes.
  - G. Skill in reading and interpreting schematic drawings.
  - H. Skill in reading maps, specifications, and construction plans used in utility construction work.
  - I. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - J. Skill in completing assignments accurately and with attention to detail.
  - K. Skill in mediation and dispute resolution.
  - L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - B. Ability to communicate and interact effectively with members of the public.
  - C. Ability to communicate effectively both orally and in writing.
  - D. Ability to recognize, analyze, and solve a variety of problems.
  - E. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
  - F. Ability to handle difficult and stressful situations with professional composure.
  - G. Ability to work successfully as a member of a team and independently with minimal supervision.
  - H. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
  - I. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
  - J. Ability to enforce safety rules and regulations and apply them to hazardous situations.
  - K. Ability to maintain confidential information.
  - L. Ability to demonstrate dependability, responsibility, and consistency in job performance.
  - M. Ability to exercise sound judgment in making critical decisions.
  - N. Ability to attend work as scheduled and/or required.

#### Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: TS	Union: Basic	EEOC:	CSB: 11/02/2021	Class No:
WC:	Pay:	EEOF:	CC:	Resolution: