



POSITION DESCRIPTION

TITLE: LEAD VALVE MAINTENANCE TECHNICIAN

REPORTS TO: Operations Supervisor

GRADE: 4

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None*

INDIRECT: None

** Lead Valve Maintenance Technician serves as a crew leader and provides on-site work direction and technical guidance to a Utility II assigned to valve maintenance.*

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: High School diploma or equivalent; valid California driver's license and proof of insurability; Standard First Aid and CPR certifications are required.

EXPERIENCE: A minimum of three years of experience working in water operations and maintenance; demonstrated comprehension of California and Federal OSHA requirements and their application; ability to safely operate construction related vehicles and equipment; ability to effectively utilize a personal computer and peripherals; the successful completion of a course of instruction on lead or supervisory duties at a journey level; proven ability to organize and manage competing priorities; skilled in personal computer and peripherals operations and use; and a State of California Water Distribution Operator D3 certification are required.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive specific work assignments and review results; OMWD personnel to discuss and resolve technical issues; front desk and customer service personnel to coordinate assignments; all other District personnel as required.

EXTERNAL: Interaction with general public to answer basic questions during the course of carrying out the work assignment; vendors to obtain parts and supplies; and emergency service personnel as required.

PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping; ability to effectively utilize a personal computer and peripherals; good hearing, eyesight and speech capabilities; and written communication skills.

This position requires the ability to work extended hours, overnight shift, evenings, and weekends.

ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. When working indoors, work is performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; long periods of sitting; and exposure to a computer screen. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include performing preventative and corrective maintenance on water system valves, hydrants, blow-offs, air and vacuum relief valves, and other distribution system appurtenances. Acts independently and responds to personnel issues using sound judgment. Professionally represents the District. Supervises labor resources effectively, providing input and recommendations for evaluations and documentation of performance. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently with a clear understanding of goals and objectives are essential. Stable, reliable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME	TASKS
60%	Performs preventative maintenance work on water distribution system apparatus: <ul style="list-style-type: none">• Exercises and maintains water system valves.• Inspects and maintains fire hydrants.• Inspects and maintains air and vacuum relief valves, blow offs, manual air release valves, and other distribution system devices.• Operates a variety of equipment in the course of the above including valve turning machines, vacuum systems, various manual and power hand tools, lifting equipment, and other pieces of equipment as needed.
15%	Serve as crew leader providing work direction and technical instruction to other utility personnel: <ul style="list-style-type: none">• Inspects work results performed by utility personnel.• Prepares/inspects equipment.• Ensures that other utility personnel assigned to work under the direction of this position are properly trained and complete their work as assigned.• Develops work plans in cooperation with operations supervisors to ensure appropriate levels of preventative maintenance is performed on District facilities.
10%	Performs administrative work as required: <ul style="list-style-type: none">• Prepares or assists in the preparation of all required paperwork to document work performed at the job site including work performed by subordinates.• Prepares and submits information about changes needed in the District's mapping and geographic information systems (GIS) to accurately reflect field conditions.• Responds to emergency situations using sound judgment.

- Assures operations are within budgetary guidelines.

5% Participates in training on all procedures, safety, use and operation of equipment, machinery and vehicles.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Performs all related duties as assigned.