



City of Glendora Water Utility Leadworker

SALARY	\$2,586.00 - \$3,143.08 Biweekly \$5,603.00 - \$6,810.00 Monthly \$67,236.00 - \$81,720.00 Annually	LOCATION	Glendora City Hall - 116 East Foothill Boulevard Avenue Glendora, CA
JOB TYPE	Full-Time	JOB NUMBER	CPS00152
DEPARTMENT	Public Works	DIVISION	Water
OPENING DATE	06/19/2023	CLOSING DATE	Continuous

The City of Glendora Water Division seeks a leader with a positive perspective to build and foster a collaborative atmosphere, while advancing water operations to join our team. The City operates a T2/D4 water system serving approximately thirteen thousand residential and commercial water meters, and provides service in the areas of Transmission, Distribution, Conservation, and Customer Service.

The ideal candidate will be an enthusiastic and dedicated individual that maintains a strong background in Water Production and Distribution, Water Quality, Water Reports, and experience in equipment maintenance operations. We are looking for someone who can maintain professionalism in the workplace and is engaged in new and changing developments in the public agency water field.

The best candidates will have a strong initiative to fulfill a leadworker role with outstanding customer service and communication skills. If you want to make a rewarding contribution to an agency with a great reputation that encourages bringing new ideas to everyday work challenges, we invite your application!

Examples of Duties / Knowledge & Skills

Under direction, leads, oversees, and participates in the work of a crew performing semi-skilled and skilled duties related to the inspection, construction, installation, service, maintenance, removal, and repair of existing and new water mains, large and small services, pipelines, valves, hydrants, water meters, water leaks, flow testing, and related facilities and equipment involved in water hook-ups; may perform welding duties; uses and operates a variety of light, medium, and heavy duty construction equipment including backhoes, loaders, and dump trucks; trains less experienced staff in operations, work methods, and safety practices in the field; ensures work of crew is performed in a safe and efficient manner; and performs related work as required.

This is the advanced-level classification in the Water Utility Worker series responsible for performing the most complex work assigned to the series and serving as a crew leader in the field. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Receives direction from the Water Distribution Supervisor. Exercises technical and functional direction over and provides training to less experienced staff.

Some of the typical duties of the Water Utility Leadworker include but are not limited to, the following:

- Leads, oversees, and participates in the work of a crew performing semi-skilled and skilled duties related to the inspection, construction, installation, service, maintenance, removal, and repair of existing and new water mains, large and small services, pipelines, valves, hydrants, trench shoring, water meters, water leaks, flow testing, and related facilities and equipment involved in water hook-ups.
- Serves as crew leader; exercises technical and functional direction over and provides training to less experienced staff in semi-skilled and skilled operations, work methods, and safety practices and procedures; checks and approves work performed by Water Utility Workers in the field; ensures work of crew is performed in a safe and efficient manner.
- Cuts, fits, lays, and repairs water distribution pipes; inspects, tests, exercises, and operates valves, fittings, and related water distribution equipment; inspects water projects for leaks, decayed pipes, and spills.
- Performs a full range of water meter maintenance duties; removes broken or older water meters; installs new water meters, meter boxes, and meter covers.
- Sets up and tears down work zones by gathering and transporting appropriate materials, tools, equipment, flags, and cones; sets up traffic control including signs and barricades and directs traffic around worksites.
- Assists in performing Underground Service Alert (USA Dig-Alert) underground utility line locating; verifies all utilities are properly marked prior to excavation; assists in locating service lines, main water lines, and approximate site of leaks; excavates concrete, pavement, and soil materials; assesses leaks and determines appropriate course of action; repairs water lines and related facilities.
- Operates a variety of light, medium, and heavy-duty equipment, such as vector trucks, crane trucks, skip loaders, dump trucks, backhoes, other power-driven equipment; may operate welding equipment; cleans and performs routine maintenance on equipment; uses jack hammers, concrete saws, shovels, pneumatic tools, and a variety of hand and power tools and equipment related to work assignment as instructed.
- Oversees and participates in the water system flushing program for water quality assurance; oversees and participates in the disinfection of water services and mains; tests water systems for chlorine residuals.
- Identifies equipment and materials needed for assigned projects; performs minor repairs on equipment and reports major repair needs.
- Responds to after-hours emergencies and assists other City departments, staff, or the public as needed in emergency or relief situations; performs on-call, stand by duty as needed.
- Draws, reads, and interprets construction maps; takes measurements; maintains records of work completed, and materials and equipment used on projects.
- Performs other duties as assigned.

For a complete job description, [click here](#)

Minimum qualifications & Requirements

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three (3) years of experience equivalent to a Water Utility Worker II with the City of Glendora or similar utility agency. *Experience in a lead capacity is highly desirable.*

Education:

Equivalent to completion of the twelfth (12th) grade.

Licenses and Certifications:

- Possession of a valid Class "C" California Driver License and a valid Class "B" California Driver License with "N" (Tanker) endorsement, to be maintained throughout employment.
- Possession of a valid Grade D3 Water Distribution Operator Certificate, to be maintained throughout employment.
- Possession of a valid Grade T1 Water Treatment Operator Certificate, to be maintained throughout employment.
- When assigned to welding duties: Possession of a Shielded Metal Arc Welding (SMAW) Certification, to be maintained when assigned welding duties.

- Possession of, or successful acquisition within 12 months of appointment, a valid First Aid and CPR certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months of appointment, a valid Forklift Operator certificate, to be maintained throughout employment.

Knowledge and Skill Level:

- Principles of providing functional direction and training.
- Principles, practices, equipment, tools, and materials used in the construction, installation, maintenance, and repair of water transmission and distribution systems including water mains, service lines, water meters, fire hydrants, and related equipment and facilities.
- Operation, techniques, and maintenance of a variety of vehicles, hand and power tools such as concrete saws, grinders, and jackhammers, and light, medium, and heavy-duty construction equipment such as forklifts, backhoes, dump trucks, loaders, and cranes.
- Procedures, equipment, materials, and tools used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, and other equipment.
- A variety of fittings, pipe sizes, and pipe types used in water distribution systems.
- Mathematical principles related to the computation of flows and volumes in water storage and distribution systems.
- Basic traffic control procedures and traffic sign regulations.
- Underground Service Alert (USA Dig-Alert) laws and procedures.
- Safe trench and shoring laws and practices.
- Methods and techniques for record keeping and report preparation.
- Applicable Federal, State, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, protocols, and occupational hazards.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Supplemental information

Special Requirements:

Please review Physical Demands, Environmental Conditions and Working Conditions on the job description.

CLOSING DATE: Open until filled

Agency

City of Glendora

Address

116 E. Foothill Blvd.

Glendora, California, 91741

Phone

(626)852-4821

Website

<http://cityofglendora.org>

Water Utility Leadworker Supplemental Questionnaire

***QUESTION 1**

Select your highest level of completed education.

- High School or Equivalent
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

***QUESTION 2**

Select your years of experience equivalent to a Water Utility Worker II with the City of Glendora or similar utility agency.

- No experience
- 1-3 years of experience
- 3-5 years of experience
- 5 or more years of experience

***QUESTION 3**

Are you currently in possession of a valid Class B driver license with "N" (Tanker) endorsement?

- YES
- NO

***QUESTION 4**

Are you currently in possession of a valid Grade D3 Water Distribution Operator Certificate?

- YES
- NO

***QUESTION 5**

Are you currently in possession of a valid Grade T1 Water Treatment Operator Certificate?

- YES
- NO

***QUESTION 6**

Are you currently in possession of a Shielded Metal Arc Welding (SMAW) Certificate?

- YES
- NO

***QUESTION 7**

Are you currently in possession of a valid First Aid and CPR certificate?

- YES
- NO

***QUESTION 8**

Are you currently in possession of a valid Forklift Operator certificate?

- YES
- NO

* Required Question