



Little Thompson Water District
835 E Highway 56, Berthoud, CO 80513
(970) 532-2096

CREW LEADER – WATER SYSTEM BACKHOE OPS

Salary Range: \$75,000 - \$100,00 Annually

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

First level supervisory position. Under supervision of the Operations Manager, acts as “working foreman” to direct the installation, repair and maintenance of the water system.

REPRESENTATIVE DUTIES

The following duties are typical for these classifications. Incumbents may not 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 needs and changing business practices.

- Repair of breaks and leaks and documentation associated with leak repairs.
- Restoration of landscaping and pavement after leak repairs.
- Installation of new taps that require excavation.
- Relocate taps to new, improved or larger lines to abandon old, smaller lines.
- Supervises assigned employees and subcontractors.
- Schedules work, materials and equipment to perform assigned duties.
- Performs annual evaluations for members of their crew.
- Responsible for adherence to the District’s procedures and safety policies.
- Review bi-weekly time sheets for accuracy.
- Maintenance of crew’s vehicles, equipment and tools.
- Maintain records in GIS database related to leak repairs and new tap installation.
- Installation of short sections of new mains.
- Traffic Control, locates and permitting for repairs.
- Maintain vehicles and equipment not assigned to individuals, ex. compressor, Top Kick, backhoes, dump truck, bore machine, pothole machine, etc.
- Operate excavation equipment.
- Perform On Call Duties.

While ON CALL may have to:

- Respond to customer issues and concerns such as pressure, taste/odor, freeze ups, customer leaks.
- Assists with meter reading issues and questions.
- Emergency utility locates.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of operations, and services of water distribution systems.
- Trench and Excavation Safety.

- Methods, techniques, tools, and equipment used in the construction, maintenance, and repair of water systems.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Principles and practices of confined space, and safety policies.
- Computer word processing, spreadsheet, and database software and applications.

Ability to:

- Perform semi-skilled and skilled maintenance and repair work related to water distribution systems.
- Perform heavy manual labor.
- Calculate water pressure, volume and flow.
- Rebuild and replace fire hydrants.
- Maintain records.
- Accurately read and record water consumption meters.
- Respond to, and assist on, emergency repairs and customer issues after normal business hours.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively communicate verbally and in writing.
- Maintain safe working practices.
- Work safely in confined spaces and with hazardous materials.
- Safely operate a motor vehicle.
- Work in a small group.

Education and Experience Guidelines - *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:*

Education/Training:

High school graduation or GED equivalent, and a minimum of three year experience in the operation, installation, repair, and maintenance of water mains, meters, valves, hydrants, pumps, tanks and related facilities.

License or Certificate:

State of Colorado Class 3 Distribution Operator Certification. A valid Colorado driver's license and satisfactory driving record. A CDL with airbrake and trailer endorsements is required.

Working Conditions/Environment/Physical Requirements: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Primarily field environment with minimal office, and warehouse; travel from site to site; work in water; work on slippery and uneven surfaces; work around traffic; exposure to noise, dust, heat, cold, spiders, snakes, mice, dogs, inclement weather conditions, heights and confined spaces.

Physical: Sufficient physical condition to perform moderate to heavy lifting; bending, stooping, kneeling, and crawling; walking, standing, climbing ladders, repeatedly getting in and out of a vehicle and sitting for prolonged periods of time. Work with both power and hand tools.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, operate equipment; and read meters in vaults with limited lighting.

Hearing: Hear in the normal audio range with or without correction.

Attitude: Candidate needs to be dedicated to quality, take direction and be willing to learn.