



JOB DESCRIPTION

POSITION	CIRP Lead / Equipment Operator	CLASS/GROUP	AFSCME
SALARY RANGE	Range 28	SAFETY SENSITIVE	Yes
HOURS – FT/PT	Full Time	ESTABLISHED DATE	10/24/18
FLSA STATUS	Non-Exempt	REVISION DATE	

SUMMARY

Under general supervision, the Capital Improvement Replacement Program (CIRP) Lead / Equipment Operator’s responsibilities include the direct oversight of the CIRP crew throughout its day to day operations related to the replacement of District infrastructure; and the operation of heavy equipment, basic vehicle and equipment maintenance, various construction tasks, enforcement of safety, and other rules and regulations related to the District’s operations.

DISTINGUISHING CHARACTERISTICS

The CIRP Lead / Equipment Operator has strong interpersonal, communication, leadership and problem-solving skills; the ability to work without extensive supervision; with journeyman level knowledge of the underground construction industry and operation of light to heavy equipment.

SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the department head, manager, or supervisor, as assigned. This position will lead and supervise the CIRP crew.

EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

Essential Functions:

- Oversees, prepares, and directs the District’s CIRP crew on a daily basis, responsible for the direction of daily job preparation including but not limited to the notification of Dig-Alert, survey, potholing and preparation of equipment, parts, and material;
- Operates expertly all of the District's heavy equipment and attachments, including but not limited to tractor-trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s), excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s).
- Excavates for CIRP related projects, water meter installation, and other excavations as assigned and ensures all underground utilities are located before excavating;
- Drives vehicles to job sites that require a Class A License, at times towing heavy equipment on trailers;
- Cleans, maintains, and makes minor repairs to assigned equipment;
- Provides input to the Construction Supervisor and other members of management as required;
- Assists in the budget preparation;
- Orders equipment, parts and material related to CIRP functions;

- Assists in day to day District operations and maintenance as required including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties;
- Reads, interprets blueprints and plans, assists in the design and layout of water main replacement projects, provides accurately recorded as-built notations;
- Performs heavy and semiskilled maintenance, construction and labor work when the nature of the job does not require constant equipment operations;
- Regularly attends and presents material for internal meetings;
- Ensures industry and District safety programs and protocols are followed;
- Attends seminars and training events commensurate to the CIRP's functions;
- Responds to call-outs after hours, weekends, and holidays; and
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of two (2) years of heavy equipment operation; and
- Minimum of five (5) years of progressive responsibility in the field of water distribution or public/private sector underground infrastructure construction.
- Experience as a lead or supervisor for underground utility installation is preferred.

Education and/or Training:

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration: Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and
- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.

Other Requirements: This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- AWWA standards;
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Operating characteristics, maintenance requirements, and basic repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;

- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft office products

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

Abilities:

- Operate assigned vehicles and equipment with skill and safety;
- Perform a variety of excavating, earthmoving, backfilling, trenching, discing, and clearing;
- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to work within a team environment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.

Other Information: This is a capitally funded position.