



LEAD USA REPRESENTATIVE

Job Status: Non-Exempt
Date Adopted: 01-2015
Date Modified: 03-16-2023

Safety Sensitive Position

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.

DEFINITION

Under general supervision, reviews, locates, edits, and schedules underground service alerts within District; locates, identifies and field marks District facilities as required including waterlines, sewer lines and service laterals; and performs various tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Lead USA Representative is an advanced journey working level classification. At this level, incumbents perform the most complex and specialized work tasks, under only general supervision, while exercising broader discretion and independent judgment within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Operations Manager (Construction & Maintenance).

Technical or functional work direction may occasionally be provided to Utility Service Representative I/II.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. In response to Underground Service Alert (USA) notices and requests from District departments, researches, locates and marks underground water and sewer utility lines using electronic instruments, maps, and measuring devices; completes lines location reports for review and approval by the supervisor; reviews record drawings pertaining to daily work assignments.
2. Notifies USA when District crews are excavating; maintains records USA transactions.
3. Locates and exposes water valves for maintenance and operation crews.
4. Performs leak detection and location in District pipelines.
5. May plan and assists with the coordination and implementation of water system shutdowns.
6. Reads, interprets and works from blueprints, plans, diagrams and maps as related to water distribution systems.
7. Reads, understands and interprets technical maintenance manuals as associated with water distribution system maintenance and operation and related maintenance equipment.

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8. Coordinate maintenance and inspection activities with those of outside agencies.
9. Responds to emergency call-outs.
10. Perform water and sewer maintenance repairs.
11. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
12. Regular attendance at the work site.

Marginal Functions:

1. Respond to questions and inquiries from the public within assigned area of responsibility.
2. Perform related duties and responsibilities as required.
3. Reports and records damage to District facilities caused by external agencies or contractors.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Materials, practices and methods involved in the waterworks construction industry.

Materials, equipment and tools used in maintaining water and sewer lines, meters, meter boxes, hydrants and related facilities.

District safety requirements and procedures.

CVWD geographic service area and the location of underground facilities; lateral sewer connections and water service connections.

USA system and notification processes; pertinent Federal, State and local codes, laws and regulations.

Safe driving principles and practices.

Ability to:

Locate, identify, inspect and mark various underground utilities during construction.

Operate and maintain hand and power tools pertaining to the work in a safe and efficient manner

Read and understand blueprints, drawings, and schematics.

Maintain a variety of records and prepare clear and concise reports.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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REQUIRED QUALIFICATIONS

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

Job Title	Lead USA Representative
Experience	<ul style="list-style-type: none">• Four (4) years of increasing responsibility in utility maintenance and/or inspection experience at the District.
Education/Training	<ul style="list-style-type: none">• Equivalent to a High School Diploma supplemented by specialized training in utility maintenance and/or inspection or a related field.
Required License/Certification	<ul style="list-style-type: none">• Possession of a valid D3.• Possession of the CWEA, Collection System Maintenance Certificate, Grade 2.
Desirable Degree/License/Certification	<ul style="list-style-type: none">• Valid D4.• Valid T1.• CWEA, Collection System Maintenance Certificate, Grade 3.
DMV Class	<ul style="list-style-type: none">• Possession of a valid California Class B Commercial driver's license (CDL) with air brakes, Tanker (N) endorsement, and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, vibrations, bacteria, viruses and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical:

Incumbent require sufficient mobility to work in a field environment; walk, stand, sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, sometimes in confined spaces or in trench excavations, wear protective apparel and able to carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

Mental:

While performing the duties of this class, the employee is regularly required to use oral and written communications skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; interact with District staff, other organizations, and customers who may be upset or dissatisfied.

Vision:

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.