



LEAD WATER UTILITY WORKER

Job Status: Non-Exempt
Date Adopted: 01-01-2015
Date Modified: 10-15-2025

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 supervision, performs a variety of semi-skilled and skilled duties in the inspection, installation, maintenance, repair, and construction of the water production and distribution system and associated appurtenance and facilities; and performs various tasks related to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Lead Water Utility Worker is an advanced lead level in the Water Utility Worker series. At this level, incumbents perform the most complex and specialized tasks while exercising broader discretion and independent judgment within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Department Supervisor or Division Manager, as assigned.

Technical or functional work direction may occasionally be provided to Water Utility Worker I/II by the Lead Water Utility Worker.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

General

1. Installs and repairs water mains and fire hydrants, check valves and water service lines; taps water mains; performs ground excavation work; mixes, rakes, and spreads asphalt; and patches and/or repairs excavations.
2. Locates, identifies, and marks distribution system facilities, including valves, fire hydrants, and blow-offs; advises the USA Locates organization; assists in updating District's water mapping and atlas functions.
3. Inspects, operates, and exercises gate valves to prevent freeze-ups; flushes fire hydrants and dead-end water lines in cul-de-sacs to remove sediment; takes water samples for testing.
4. Installs, relocates, and adjusts meter boxes and valve cans; installs, calibrates, and exchanges water meters.

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5. Operates backhoe, front-end loader, dump truck, or vactor truck; routinely inspects and performs minor maintenance on assigned vehicles and equipment; removes and replaces defective parts.
6. Utilizes hand and power tools applicable to the work, including jackhammer, pipe locator, welding, and cutting equipment.
7. Maintains accurate records and logs of work performed, including service orders and accounting for time and materials used on various jobs.
8. Performs all work in accordance with established safety policies and procedures, including OSHA regulations relating to trench shoring and working in confined spaces.
9. May assist in orienting or training new personnel; make recommendations on improvements to job procedures.
10. 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.
11. Regular attendance at the work site.

Marginal Functions:

1. Performs weed abatement duties at various District sites.
2. Perform related duties in sewer collection system maintenance, either during normal working hours or after-hours callouts.
3. Performs related duties and responsibilities as required.

Water Utility Division

The Water Utility Team operates and maintains the District's potable water and wastewater systems to ensure reliable, compliant, and safe service. The Lead Water Utility Worker provides technical guidance and field leadership in maintenance, construction, inspection, and emergency response, ensuring adherence to District, regulatory, and safety standards while protecting public health and environmental quality. Additional examples of duties for the Lead Water Utility Worker on this team include:

1. Perform and direct complex water and wastewater system maintenance and construction activities.
2. Coordinate system shutdowns and flushing programs to maintain service reliability.
3. Locate and mark underground facilities, update records, maps, and GIS information.
4. Provide technical guidance and training; ensure compliance with safety and confined space regulations.
5. Lead response to water main breaks, and other emergency field incidents.

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Water Production Division

The Production Team maintains and improves the District's wells, reservoirs, booster stations, and mechanical systems to ensure reliable water delivery. The Lead Water Utility Worker provides advanced field support, oversees projects, and coordinates maintenance and construction to meet operational, regulatory, and safety requirements while ensuring efficiency and reliability of District assets. Additional examples of duties for the Lead Water Utility Worker on this team include:

1. Plan, schedule, and execute maintenance and construction activities using the CMMS.
2. Coordinate shutdowns, tie-ins, and commissioning to minimize operational impacts.
3. Manage contractor performance, safety compliance, and project documentation requirements.
4. Maintain accurate asset records, drawings, and preventive maintenance data.
5. Enforce safety procedures, including confined space, lockout/tagout, and trenching/shoring compliance.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Computer operation and standard use of applicable software such as Microsoft Word, Excel, PowerPoint, desktop publishing, and related databases.

Operation and maintenance of water pumping and distribution systems.

Mechanical and electrical maintenance principles and practices.

Basic chemistry, electricity, and hydraulics.

Methods and techniques of general construction, maintenance, and repair relating to the District's water and sewer mains, fire hydrants, service lines and laterals, and water meters.

Operational characteristics of mechanical equipment and tools used in the area of work assigned.

District service area and locations of facilities and equipment.

Valve and water line operation.

Principles and procedures of record keeping.

Basic mathematical principles.

Safe driving principles and practices.

Modern office practices, procedures, and computer equipment.

Skill in:

Operate various vehicular and stationary mechanical equipment safely and effectively, including backhoes, dump trucks, front-end loaders, and vector trucks.

The use of standard construction hand and power tools and equipment.

Operating a personal computer and related software.

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Ability to:

Learn and perform a variety of construction, maintenance, and repair work on water and wastewater facilities.

Learn and apply plumbing, painting, welding, and electrical maintenance and repair techniques.

Learn and perform concrete finishing and repair.

Perform heavy manual labor for extended periods in a variety of climatic conditions.

Lift and carry items weighing up to 50 pounds without assistance.

Read and understand engineering plans, blueprints, schematics, maps, or sketches.

Work alone or as a member of a crew.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

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.

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:

WATER UTILITY DIVISION:

Job Title	Lead Water Utility Worker
Experience	<ul style="list-style-type: none">• Four (4) years of experience in installing, repairing, and maintaining water services, mains, meters, valves, hydrants, and related facilities at the District.
Education/Training	<ul style="list-style-type: none">• Equivalent to a High School Diploma.
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 T I.• CWEA, Collection System Maintenance Certificate, Grade 3.• American Welding Society, Certified Welder Certification, or equivalent.
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.

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WATER PRODUCTION DIVISION:

Job Title	Lead Water Utility Worker
Experience	<ul style="list-style-type: none">• Four (4) years of experience in installing, repairing, and maintaining water services, mains, meters, valves, hydrants, and related facilities at the District.
Education/Training	<ul style="list-style-type: none">• Equivalent to a High School Diploma.
Required License/Certification	<ul style="list-style-type: none">• Possession of a valid D3.• Possession of a valid T1 within one year of appointment
Desirable Degree/License/Certification	<ul style="list-style-type: none">• Valid D4.• Valid T2.• American Welding Society, Certified Welder Certification, or equivalent.• Equivalent to a Certificate in Water or Wastewater Technology that includes at least 15 units of physical, chemical, or biological science.
DMV Class	<ul style="list-style-type: none">• Possession of, or ability to obtain within one (1) year of appointment, a valid Class A California Commercial driver's license with a Hazardous Materials 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, 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:

Incumbents require sufficient mobility to work in a field environment; walk, stand, and sit for prolonged periods; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, sometimes in confined spaces or trench excavations, wear protective apparel and able to carry up to 50 pounds. 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.