



Northshore Utility District

ADDRESS

6830 NE 185th Street
Kenmore WA 98028-2684
PO Box 82489
Kenmore WA 98028-0489

TELEPHONES

Engineering: (425) 398-4401
Administration: (425) 398-4402
Operations: (425) 398-4403
Information: (425) 398-4400

FAX NUMBERS

Administration: (425) 398-4430
Operations: (425) 398-4432
Purchasing: (425) 398-4434
Website: www.nud.net

JOB ANNOUNCEMENT

2010 pay range is \$4,129 - \$5,636 a month plus full benefit package.

Job Specifications for: [Lead Utility Worker \(for Meter group\)](#)

Class Summary:

Fourth position in a four position Utility series. Perform a variety of administrative, technical, and physical tasks for the water distribution or wastewater collection system. Schedule, organize, oversee, train, direct and perform maintenance tasks. Recommend and implement maintenance programs and ensure work is performed properly and efficiently, in accordance with District policies and procedures. Lead workers are expected to be fully competent in the body of the work and possess full working knowledge of water or wastewater operations and equipment. Typically given general direction/guidance from Supervisors. Carry a District provided cell phone 24/7 for emergency events.

Distinguishing Characteristics:

Lead Utility Worker position is considered advanced journey level. Lead workers plan and prioritize construction, installation, renovation, maintenance and repair duties and assigned responsibilities; perform work and ensure the work is performed properly, in accordance with sound safety practices and proper work methods. Regularly fulfills Supervisor's role and line staff's role whenever necessary. Leads are expected to consistently communicate clearly with others. Routinely make assessments, determinations and recommendations of maintenance and repair activities. Lead workers plan, organize, prioritize, and perform a broad variety work assignments with high emphasis on scheduling, establishing priorities, consistently demonstrating proficient use of resources to maximize efficiency.

Leads routinely respond verbally and in writing to routine and non-routine inquiries from the general public while in the field; investigate and respond appropriately to citizen complaints or work requests; make determinations of responsible party; ensure prompt follow-up to requests and refer major complaints to appropriate personnel. Respond to emergencies on a 24-hour basis; identify and communicate repairs needed; makes repairs or works with others to ensure corrective measures are taken.

Examples of Work:

The following are duties performed by all employees in the lead position:

- ◆ Coordinate work with outside contractors involving the water/sewer/engineering divisions of the District.
- ◆ Ensures safety procedures and practices are performed properly (traffic control, confined space, lockout and tag-out procedures, etc.).
- ◆ Locate and identify underground utilities.
- ◆ Provide assistance with the final inspection task for developer extensions and Capital projects.
- ◆ Ensure materials, equipment and crews are available in advance of performing jobs from work orders.
- ◆ Schedule daily work assignments for crews to perform routine and preventative maintenance tasks.
- ◆ Organize and direct the on-site activities of work crews; train staff in proper methods and techniques.
- ◆ Communicate and coordinate efforts with supervisor, crews, other District employees and the public.
- ◆ Fill in for Utility Supervisor and/or other lead positions as necessary during absences.
- ◆ Perform related duties as required and assigned.

Below are some (not all inclusive) duties that are specific to each lead position:

Lead Water:**Utility**

- ◆ Diagnose and ensure proper repairs of water lines and other water system components.
- ◆ Direct installation of new and replacement water services.
- ◆ Ensure installation, repair and relocation of water mains, service lines, blow-offs, valves, valve boxes and other related system appurtenances.
- ◆ Prepare and ensure preparation of excavation and restoration (jackhammer, patching, paving and cement work is performed properly and efficiently).
- ◆ Ensure marking and exercising of valves, valve box castings when needed.
- ◆ Ensure proper routine preventative maintenance and repair of pump stations, water storage facilities, and hydraulic/electronic controlled regulating valves, fire hydrants, electronics, sensors and controls.
- ◆ Ensure cleaning and painting of utility sites and grounds as needed.
- ◆ Perform fire flow tests for various fire protection agencies.
- ◆ Operate, troubleshoot and set monitoring, control and alarm system and associated SCADA system components.

Accountable Management - Responsible Usage

Utility Lead posting 1-10

Meters:

- ◆ Ensure proper meter set, adjustment of meter boxes, and replacement of lids.
- ◆ Ensure accurate locate markings of underground or subsurface District infrastructure (mainlines, stubs, manholes, meters, services, meter boxes, etc.).
- ◆ Ensure, plan and direct, proper installation, testing, repair and relocation of water meters, meter setters, water meter boxes, water services and other water system components (i.e. water meter, service lines, blow-offs, meter chamber rehab and other related system appurtenances).
- ◆ Ensure and coordinate water main flushing, valve maintenance program, and water sampling activities.
- ◆ Fill in for Meter Technicians as needed.
- ◆ Assist with the final inspection of developer extensions and District's Public Works projects.
- ◆ Perform technical aspects of all meters including master meters and route set-up/configuration.
- ◆ Ensure proper routine preventative maintenance, operation of test and locate equipment.
- ◆ Troubleshoot, identify and address customer-billing issues, diagnose leaks, and ensure customer service issues are addressed properly.
- ◆ Ensure door tags, shut-offs, and turn-ons are conducted in a timely efficient manner.

Lead Sewer:

- ◆ Ensure proper inspection, mark and verify location of manholes, mainlines, stubs, and side sewers.
- ◆ Perform technical aspects of the Inflow and Infiltration program (die, smoke and fog program).
- ◆ Ensure efficient and effective sewer mainline cleaning and flushing activities.
- ◆ Perform routine preventative maintenance of sewer lift station facilities.
- ◆ Prepare and ensure preparation of excavation, restoration of castings and risers (jackhammer, patching, paving and cement work is performed properly and efficiently).
- ◆ Oversee and ensure proper operation of televised sewer monitoring equipment and evaluate sewer footage to determine repairs or maintenance needed.
- ◆ Ensure proper routine preventative maintenance, operation and repair of manholes, sewer pumping systems, wet- well facilities, check and backwater valves, electronic/pneumatic and mechanical sensors and controls.
- ◆ Ensure proper hook-up of by-pass systems and portable generator units.
- ◆ Set up portable generators in the case of power outage.
- ◆ Operate, troubleshoot, and set monitoring, control and alarm system and associated SCADA components.

Work Environment:

Work is primarily performed outdoors in all weather conditions. Employee risks physical hazard from mechanical and electrical equipment, traffic, animals and other dangers. Physical effort for extended periods of time is required to perform heavy manual labor in underground and confined spaces and at heights with uncomfortable, dirty conditions. Lifting up to 90 pounds is required and the ability to carry 50 pounds unassisted. This position requires the physical ability to climb, stoop, kneel, crouch, crawl, grip, push, pull, lift, reach, walk quickly on uneven surfaces and perform repetitive motions. Subject to 24-hour on call duty and call back for emergencies and carries a District provided cell-phone 24/7.

Minimum Qualifications, Education, Licensing, Essential Qualifications and Other Requirements:

High School Diploma / GED. Water Distribution Manager II for water and meter reading/flushing lead workers. Wastewater Collection Specialist II for lead sewer worker. Municipal Leadership Certificate or Achieve Global "Frontline Leadership Certificate" from Eastside Cities Training Consortium (Bellevue Community College) or equivalent. Valid Washington State driver's license and Class "A" Commercial Drivers License with air brakes. Eight years of employment in a construction, plumbing, or utility field with at least five years direct experience as Senior Utility Worker (or equivalent) with a sewer or water utility. Successfully pass District's "Proficiency Skill Test for Lead Utility Worker." This is a competitive position (up to two positions in the water section and one sewer section, the District reserves the right to determine if there is a need for each section lead) and there is not an automatic promotion to it. Must have confined space entry training, A.C. pipe cutting training, trenching and shoring training, traffic control certification and bloodborne pathogens training. Read, write and speak fluent English. Adhere to District policies and procedures. Strong written, verbal and customer service skills. Ability to work harmoniously with others. Flexibility in accepting work assignments and ability to complete projects in a timely manner. Organizational skills required.

Proficient in understanding hydraulic gradients or drainage basins. Proficient in locating and identifying underground utilities. Proficient in the principles of electricity, telemetry, hydraulics and mechanics. Proficient in understanding of water distribution or sewerage collection system. Proficient in construction maintenance methods for maintaining water distribution or sewerage collection systems. AMR / AMI experience preferred. Proficient in safe and effective operation of equipment and tools used in sewer or water maintenance functions. Working knowledge of Microsoft Office Suite. Ability to train less experienced employees in safe and efficient equipment use. Ability to lead crews. Ability to communicate courteously and accurately with public and staff. Ability to work independently and as an effective team member.

Comments:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief to equalize peak work periods, or otherwise to balance the workload.

Please send application or resume to Northshore Utility District, Attn: Aly Cockbain, PO Box 82489, Kenmore WA 98028-0489, fax 425.398.4407 or email alliec@nud.net. Posting closes 2/16/10