

## **CLASS TITLE: UTILITY SERVICE LEADER I**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision acts as a working leadperson in the maintenance, installation, repair, tests, calibration and inspection of large water meters/valves and service lines to ensure compliance with Oklahoma Underground Facilities Protection Act and ODEQ/OSHA regulations and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Leads and participates in the removal, disassembly/assembly, repair, calibration, installation, skilled technical testing and inspection of large water meters/valves in the field, notifying customers prior to pending service and making the final determination in repairing or replacing large meters
- Troubleshoots, diagnoses, installs, programs and makes complex repairs to electronic metering registers and devices
- Supervises and monitors lower classifications and participates in performance evaluations
- Kills and renews services in repairing/replacing water/service lines, curb stops and meter setters/cans
- Checks residential and commercial meters for leaks in the field and repairs meter/valve leaks to ensure proper operation
- Makes utility service inspections regarding customer's extreme water bills, low water pressure and leak complaints, diagnoses and corrects problems and provides information to customers and appropriate work groups to resolve any billing issues
- Utilizes laptop computer to complete work orders, safety permits, material checkout forms and paving cut sheets
- Troubleshoots meter registration during scheduled and unscheduled tests
- Inspects, tests and certifies large/medium meters installed by contractors
- Maintains/repairs vehicles and equipment
- Maintains inventory and orders parts
- Estimates materials, time, labor and determines most efficient method/cost for meter repair
- Acts as competent person to eliminate hazards in confined space, trenching and shoring
- Acts as Field Supervisor as required
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years heavy manual labor experience in the maintenance and repair of mechanical equipment; preferably supplemented by completion of nine (9) accredited college hours; (6 hours of coursework may be substituted for one (1) year of technical training in electronics or mechanics on a one time basis only), including one (1) year as an Utility Service Worker III; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Utility Service Progression Criterion Document for additional requirements.

Knowledge, Abilities, and Skills: Considerable knowledge of manual work practices, methods, tools, materials and equipment used in the repair and testing of large water meters/valves and service lines; and considerable knowledge of the City policies, governmental rules and regulations relating to the hazards and safety precautions of the work. Ability to use and instruct others in the use of hand and mechanical tools and equipment; ability to operate and instruct others in the operation of automotive and other types of power equipment; ability to diagnose and correct mechanical defects in water meters/valves and service lines; ability to plan, assign and lead the work of a crew engaged in the repair, installation and testing of utility services; ability to maintain records and perform math calculations; ability to read and use various atlases, valve down mainlines and locate valves and meters; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Skill in the use of a laptop computer, hand tools and small power equipment.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 60 pounds, with occasional lifts/carries up to 80 pounds; frequent pushing and pulling up to 60 pounds; frequent reaching, balancing, kneeling, bending, handling, and twisting; occasional crawling, feeling, climbing, and smelling; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) with an "N" endorsement; a Class "D" Water License from the Oklahoma Department of Environmental Quality (ODEQ); and Confined Space Entry, Trenching and Shoring Certification as a competent person.

**WORKING ENVIRONMENT:** Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, and high noises.

**Class Code: 7537**

**EEO Code: N-07**

**Pay Grade: LT-17**

**Group: Labor and Trades**

**Series: Equipment and Plant Management**

**Effective date: June 8, 2010**