



ORGANIZATION: City of Lincoln City  
JOB TITLE: Lead Water Distribution and Cross Connection Back Flow Specialist  
FLSA STATUS: Non-Exempt, Grade 13  
UNION: AFSCME  
UPDATED: November 2024

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**PURPOSE OF POSITION:** In a lead capacity, perform and direct the activities of a work crew performing a wide variety of duties to provide assurance of an uninterrupted, adequate supply of water to customers and to protect the City's mains, valves, and water system. Operate all types of public works equipment and ensure safe work practices of crew. Maintain work records and submit related reports as scheduled or requested.

**ESSENTIAL JOB FUNCTIONS:** In a lead capacity, train, schedule, determine work to be performed, assign and review work, provide input in the hiring and performance evaluation of crew, and participate in duties of assigned crew.

Respond to various questions, resolve problems and provide technical assistance to crews that arise at the work site involving work tasks and the public.

Complete reports related to work activities and maintain related records in both manual and computer formats.

Make recommendations regarding annual budget for operating needs and costs. Research and develop specifications for equipment purchases; estimate costs of proposed work; purchase materials as necessary, within budgetary guidelines.

On occasions when the Supervisor is not available, ensure that minimum compliance requirements are met, that information is given and received to/from Department Head, that any pre-set deadlines or obligations are met and that any new direction from the Department Head is followed.

Ensure compliance by crew and follow all safety rules and procedures established for work areas.

Direct installation, maintenance and inspection and install, maintain, inspect and make repairs to the water distribution system including new service lines, reservoirs, pumps, gauges, hydrants, and other related equipment. Flush dead-end lines.

Safely operate various equipment, e.g. dump truck, loader, backhoe, power compactor, tapping machine, mower, jack hammer, chain saw, etc. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc.

Lead the response to and respond to water main breaks, service emergencies and similar problems. Determine location of shut-off valves, take emergency action to minimize damage to property, and restore service as soon as practical.

Locate and recover "covered" water valves. Locate and mark water mains and service lines.

Repair street cuts with hot or cold asphalt.

Investigate and respond to customer complaints or questions in a courteous manner.

Use Microsoft Word and Excel and other City programs and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel. Model safe practices for work crew.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Provide assistance to other staff as workload and staffing levels dictate. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Equivalent to a High School education and six years of water distribution experience or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Considerable knowledge of methods, materials, tools and equipment used in a water delivery system; record keeping and waterworks mathematical calculations; and the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of water systems, general personnel and lead or supervisory practices. Demonstrated leadership/delegation and training skills, excellent communication, mathematics, computer (Word, Excel) organization, time and budget management and attention to detail.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of Cross Connection Specialist and Tester certification as well as a Level III Water Distribution certificate (within six months of appointment). Possession of a valid driver's license and ability to possess and maintain a valid CDL within six months of appointment. Possession of Flagger/Work Zone certificate and Competent Person training within six months of appointment and ability to maintain them throughout employment. Must also possess a current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment. Must be able to respond onsite to an emergency within twenty and no more than thirty minutes.

**DESIRABLE REQUIREMENTS:** Previous lead worker or supervisory experience. Possession of higher-level Water Distribution certificate. Previous field experience within a municipal water distribution system. CPR, Flagger/Work Zone and Competent Person certifications at time of appointment.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, kneel, stoop, bend, climb, push, pull, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis and may infrequently require moving materials weighing up to 75 pounds. Manual dexterity and coordination are required over 50% of the work period while operating both field crew equipment and standard office equipment. The ability to enter confined spaces as job duties and safety necessitate.

**WORKING CONDITIONS:** The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, biohazards, traffic, dirt, oil, grease, fumes, noise

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

and chemicals. Position is subject to emergency on-call response after normal duty hours on a rotational basis. May require working weekends and holidays. Must be able to act as an emergency responder.

**SUPERVISORY RESPONSIBILITIES:** In a lead capacity, responsible for over two seldom over five FTE.

**SUPERVISION RECEIVED:** Works under the general supervision of the Water Distribution Supervisor.