



# Board of Public Utilities City of Cheyenne, Wyoming

## **DISTRIBUTION & COLLECTION LEAD OPERATIONS & MAINTENANCE TECHNICIAN**

Division: **Operations & Maintenance**                      Class Code: **3326**  
Revised Date: **March 2013**                                      FLSA Status: **Non-Exempt**

### **GENERAL PURPOSE:**

Under general supervision, leads work crews responsible for the operation and maintenance of the distribution and collection systems for the Board of Public Utilities (BOPU); monitors, inspects, maintains, and repairs infrastructure, equipment, components, and facilities; operates and maintains systems in compliance with United States Environmental Protection Agency (US EPA) and Wyoming Department of Environmental Quality (WDEQ) regulations and BOPU standards; assumes responsibility for decisions and/or violations.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Oversees work crews responsible for monitoring, inspecting, maintaining and repairing distribution and collection equipment, components, and facilities; assures that work is performed in accordance with all quality standards and in compliance with US EPA and WDEQ regulations and BOPU standards.
- Provides leadership, guidance and training to distribution and collection work crews; monitors work performance and provides input for performance evaluations; assists supervisor with personnel management as requested; acts as Utility Supervisor as assigned.
- Monitors work methods and procedures to assure the work quality and timely accomplishment of assigned duties and responsibilities; prioritizes and assigns tasks, vehicles and equipment; orders materials, supplies and equipment; verifies that work assignments are completed according to specified work orders.
- Maintains records and logs of work crew activities to include preparing work orders to ensure accurate reporting of time, materials, and equipment requirements.
- Works independently and makes appropriate decisions based on work experience; performs work of Operation & Maintenance Technicians as needed to manage workload and complete assignments in a timely manner.
- Operates a wide range of specialized vehicles, tools and motorized small and heavy equipment; performs skilled and semi-skilled maintenance, repairs and inspection of manholes, valves, pipelines, pump and lift stations, hydrants, service lines, meters, security systems and related components; work is performed within city limits and some remote locations; duties may vary according to job assignment and skill level.
- Ensures that work areas, vehicles, tools and specialized equipment are maintained in accordance with all safety regulations and procedures; inspects, cleans and performs routine maintenance work on vehicles and equipment; identifies and reports mechanical problems requiring additional repair.
- Responds to emergencies and supervises and accounts for crew activity during emergency events.
- Follows and enforces all safety rules and regulations; mitigates and reports safety hazards, equipment problems, security issues, and emergency situations.

## **JOB DESCRIPTION**

### **Lead Operations & Maintenance Technician**

- Assists with the setup of traffic control zones at BOPU construction sites to minimize risk of accidents and enhance safety of work crews; assists with traffic flagging as directed.
- Respond as needed to 24 hour emergency callout resulting from severe weather, accidents, or other factors.
- Required to work on-call duty truck responsibility on a scheduled rotation or as needed.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School diploma or GED equivalent; AND four years' experience in water utility construction, repair and maintenance projects; OR an equivalent combination of education, training and experience in the water industry or related field.

##### **Required Licenses or Certifications:**

- Commercial Driver's License (CDL) valid in Wyoming with good driving history.
- Level 2 Distribution System Operator certification **AND** Level 2 Collection Systems Operator certification from Wyoming Department of Environmental Quality (WDEQ).
- Occupational Safety and Health Administration (OSHA) trenching, excavation and confined space safety training.
- Asbestos Abatement Certification Contractor Supervisory Level
- ATSA Traffic Control Supervisor level training.
- Depending on the needs of the BOPU, other job specific training and certifications may be required.

##### **Advanced Knowledge of:**

- BOPU and Division policies and procedures.
- Federal, state and local laws and regulations governing distribution and collection systems, including United States Environmental Protection Agency (US EPA) and WDEQ standards.
- Federal, state and local safety rules and regulations; OSHA requirements, safe work practices and safety precautions in construction industry.
- OSHA Material Safety Data Sheets (MSDS) for hazardous and non-hazardous chemicals in the work place.
- Safety standards for operating motorized equipment and vehicles, including Department of Transportation (DOT) regulations, traffic laws, and drug and alcohol testing guidelines for CDL.
- Principles, methods, materials, tools, and equipment used in the operation and maintenance of distribution and collection systems and facilities.
- Mathematics used in problem solving related to distribution and collection systems applications and processes.
- General and specialized tools, equipment, and heavy equipment used in operation and maintenance of distribution and collection systems.
- Traffic control set ups and techniques for traffic control in hazardous environments.
- Personal computers and related software.

##### **Advanced Skill in:**

- Leading, guiding and mentoring staff, prioritizing work, delegating tasks and authority, and evaluating work performance.
- Using general and specialized tools and equipment and operating heavy equipment to perform routine and complex utility maintenance, repair, and servicing tasks.
- Monitoring operations, identifying equipment malfunctions, identifying maintenance and safety issues, and mitigating and recommending solutions.

## **JOB DESCRIPTION**

### **Lead Operations & Maintenance Technician**

- Interpreting and applying technical standards and procedures, federal, state and local rules and regulations, and BOPU policies and procedures.
- Inspecting distribution and collection infrastructure and equipment, and identifying maintenance issues.
- Training staff in work methods and procedures and operation of specialized tools and motorized equipment.
- Promoting and enforcing safe work practices.
- Reading and interpreting gauges, SCADA screens and recording devices.
- Inspecting and maintaining vehicles and specialized tools and equipment.
- Using initiative and independent judgment within established procedural guidelines.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relationships with co-workers, property owners, representatives of various governmental agencies, and the general public.
- Effective verbal and written communications.
- Operating a personal computer utilizing a variety of standard and technical software.

#### **Working Conditions:**

**Work Environment:** Required to work outside of normal work hours, nights, weekends, and holidays; required to work on call and overtime on a rotating schedule or as needed; work is performed mostly in the city limits, occasionally in remote locations; 90% of work is performed outdoors in all weather conditions which may range from mild to extreme conditions (hot, cold, wet, humid and windy); frequent travel within city and in hazardous road conditions; safety hazards include working with power tools and mechanical equipment, and operating and working near heavy equipment, frequent exposure to dusts, odors, fumes, gases, and poor ventilation; occasional exposure to high-voltage equipment and corrosive toxic chemicals.

**Physical Demands:** Work is physically demanding requiring the ability to perform labor intensive work for extended periods of time; ability to stand 50%, walk 40% and sit 10% of the time; floor to waist lift and two handed carry up to 80 pounds required on an occasional basis, i.e. quickie saw, wach's saw, manhole covers (two person assist), chain cutters, and jack hammer; occasionally required to push with a force equal to 75 pounds to open valves and to pull with a force of 125 pounds to pull manhole covers off with hook, pull feet out of mud or concrete and to cut through pipe from the bottom; occasionally required to work with arms over head in a standing position; frequently required to bend stoop, kneel, squat, repetitive squatting, and to climb stairs and ladders; specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and ability to adjust focus; frequently required to use hands and fingers to handle objects, operate controls, power tools and heavy equipment; constantly required to hear equipment operation and ordinary conversations and to verbally communicate with other staff.