



Position Title	Leak Crew I		
Reports to	Operations Manager thru Team Lead	Section	Operations – Leak Department
Start Salary	\$15 - \$23/Hour	Job Category	Non-Exempt
Date Adopted	September 15, 2023	Location	Main office & Various Site Locations

Purpose:

Leak Crew I Utility Service Worker is responsible for grounds maintenance, system repairs, excavation equipment operation and meter installations or replacements, and any other duties assigned by Team Lead or Management.

Essential Duties and Responsibilities:

1. Assists with maintaining the Workplace Safety Program in conjunction with the managers/supervisors of all CCSUD departments
2. Will be responsible for all portions of leak repair including but not limited to labor in relation to erosion control, loading/unloading materials, traffic control, material assembly and installation
3. Assists in the smooth and accurate flow of work orders placed with field operations
4. Assists in the adherence to safe and friendly work practices by all personnel assigned to the field operations
5. Provides excellent customer service
6. Performs other related tasks as directed

Essential Knowledge, Skills and Abilities

1. Education:
 - a. High School diploma or GED
 - b. “D” Water license preferred or must be able to obtain within 1 year of date of employment with the ability to obtain the next level of license as appropriate, maintaining at least a “C” Water license
2. Experience:
 - a. Field/Utility/Construction work 1 year minimum preferred
2. Specialized knowledge:
 - a. Bilingual in Spanish a plus
3. Skills:
 - a. Must have excellent communication skills both verbal and written
 - b. Must have excellent organizational and planning skills; strong attention to detail and a high level of accuracy
 - c. Must have excellent interpersonal skills, with the ability to interact with all levels of workers
 - d. Must have a high level of capability to become totally proficient in the use of all of the tools required to do their job
 - e. High degree of proficiency in problem analysis and assessment displaying good judgment and problem solving

- f. Must be self-motivated in order to complete job requirements without constant supervision
- g. Strong work ethic and time management skills
- h. Information gathering and monitoring
- i. Must have Initiative, Integrity and Adaptability

Work Environment and Physical Demands

1. Field environment. Work days: Monday through Friday. Hours: 8 AM – 5PM, except during emergencies and when requested. This position requires on-call hours and overtime.
2. Must have professional appearance, consistent with The Employee Policy Guide (uniforms are company provided)
3. Must pass criminal background check, pre-employment drug screening, and driving record check
4. Must be able to lift 25 lbs. continuously, 50+ lbs. intermittently
5. Must be able to work in extreme environmental conditions including dust, rain and low/high temperatures, i.e., Harsh Texas weather conditions
6. Must be able to work overhead and/or in confined spaces for extended periods

Disclaimer

This job family matrix description indicates the general nature and level of work expected of the potential candidate/employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the potential candidate/employee. Potential candidate/employee may be asked to perform other duties as required.