



-- EMPLOYMENT OPPORTUNITY --

### LEADPERSON

**Salary Range: \$4,182 to \$5,226 per month, plus benefits, (position is offered at 40 hours per week).**

**Application Deadline: All materials must be received by 4:00 p.m. on January 31, 2012.**

### SELECTION PROCESS

Application materials will be evaluated, and qualified candidates will be interviewed. You must have verifiable references with current contact information. If you wish modification of the selection process in order to accommodate a disability, please make your request in writing and submit it along with the required application materials. All employment offers are contingent upon successful completion of a pre-employment drug screening, physical exam, background investigation, and verifiable references.

### HOW TO APPLY

Complete and return **a District application form along with your resume and cover letter** to:

**Rockwood Water People's Utility District  
19601 NE Halsey Street  
Portland, OR 97230-7430**

\*\*Applications are available at the District office or online at [www.rwpud.org](http://www.rwpud.org).

## **LEADPERSON**

### **GENERAL STATEMENT OF DUTIES**

Serves as crew lead. Plans, assigns, and reviews crew work. Performs a full range of construction, installation, maintenance, and repair duties related to the District's water distribution system, including the operation of heavy equipment. Performs duties to assist with efficient and effective flow of work within field operations.

### **SUPERVISION RECEIVED**

Works under the general supervision of the District Superintendent.

### **SUPERVISION EXERCISED**

Oversees Utility Worker I and II activities, lending instruction or direction in the performance of simple or semi-skilled tasks. Does not have the authority to hire, fire, or discipline employees; however, will have the authority to halt work and give direction at job sites.

### **ESSENTIAL FUNCTIONS**

1. Coordinates work activities with staff, internal and external customers, contractors, vendors, and the general public and must be able to perform effectively with little or no supervision. Handles on-site questions and concerns from the public.
2. Assigns work and provides on-site direction, while working with crews. Performs same duties as crew members. Operates heavy equipment including vactor, loaders, backhoe, ten-yard dump trucks, street cutting saw, jackhammer, tamper, and trenching machine. Identifies equipment needs.
3. Effectively interacts with and demonstrates leadership to subordinates, peers, and supervisors. Serves as a model for accomplishing the District's vision and goals. Creates an environment in which employees are focused on producing excellent quality results.
4. Provides employees with basic job training and safety instruction. Actively supports safety and loss control measures.
5. Models and coaches employees on excellence in internal and external customer service. Promotes professional and courteous behavior. Must be able to adapt to changing circumstances and modify behavior and attitude to fit the situation in order to obtain desired outcomes.
6. Follows standards as outlined in the District's Policy Manual.
7. Must be available for rotating, emergency, and on-call duties (add time requirement), including occasional evening and weekend work.
8. Arrives at work on time, dressed appropriately; holds work-related information as confidential, works cooperatively with other employees, and maintains positive and helpful working relationships with the public and all customers.

### **Experience and Training Requirements**

- High school diploma or GED
- Five years' experience in water distribution systems.
- One year experience operating backhoe/excavator.
- Two years' experience in a lead role in a water distribution system, or an equivalent combination of education and experience that enable the incumbent to perform the essential functions of the position.

### Necessary Special Qualifications

- Must possess a valid driver license.
- Must possess a Water Works Distribution Level II certification.
- Must obtain a Class A CDL and tanker endorsement within six months.

### **PHYSICAL REQUIREMENTS**

- Must be able to climb, sit, crawl, lift 90 pounds, bend, stoop, and work in elevated positions.
- Must be able and willing to work in all types of extreme weather conditions.