

Water Authority Position Description

LEAK DETECTION COORDINATOR

Status	Position Code	Level	Date
APPROVED	LDCD	M26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PERFORM COMPLEX TECHNICAL DUTIES TO IDENTIFY THE LOCATION OF WATER LEAKS IN THE WATER DISTRIBUTION SYSTEM IN AN EFFORT TO REDUCE LOST WATER. IDENTIFY EXACT AREA AND RELAY INFORMATION TO CONTRACTORS OR WATER AUTHORITY STAFF. GATHER DATA AND ENTER OR DOWNLOAD INTO DATABASES AND PREPARE STATISTICS AND REPORTS.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN APPLIED SCIENCE, ENVIRONMENTAL SCIENCES, WATER OR WASTEWATER MANAGEMENT OR A RELATED FIELD, PLUS THREE (3) YEARS WATER UTILITY OPERATIONS EXPERIENCE OR INSPECTION OR COMPLIANCE EXPERIENCE IN AN ENVIRONMENTAL AREA. EXPERIENCE WITH WATER WASTE ENFORCEMENT AND/OR LEAK DETECTION EQUIPMENT PREFERRED.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISION OR MANAGEMENT STAFF.
PROVIDE SUPERVISION OVER SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. PREPARE AND IMPLEMENT WATER AUTHORITY-WIDE LEAK DETECTION PROGRAMS. CONDUCT FIELD STUDIES OF THE WATER AUTHORITY'S UNDERGROUND WATER MAINS AND SERVICES. DETERMINE EQUIPMENT PLACEMENT AND/OR PINPOINT LEAKS.
2. UTILIZE ELECTRONIC EQUIPMENT INCLUDING LOGGERS, SCANNERS, CORRELATORS AND OTHER DEVICES TO LISTEN TO AND INTERPRET SIGNALS AND SOUNDS, AND TO IDENTIFY WATER LEAKS.
3. PROVIDE INSTRUCTION AND LEAD STAFF FOR DEPLOYMENT AND EXTRACTION OF LOGGING DEVICES.
4. UTILIZE MAPS AND MAGNETIC EQUIPMENT IN THE FIELD TO LOCATE AND MARK BURIED WATER MAINS, SERVICE LINES AND VALVES.
5. IDENTIFY THE LOCATION OF THE SUSPECTED LEAK AND MARK FOR EXCAVATION. PREPARE WORK ORDERS.
6. MAINTAIN ACCURATE AND COMPLETE RECORDS UTILIZING MANUAL AND COMPUTERIZED DATABASES AND FILING SYSTEMS.
7. MEET WITH CONTRACTORS AND WATER AUTHORITY STAFF TO COORDINATE EXCAVATION WORK.
8. COMPILE AND ANALYZE INFORMATION AND ENTER PERTINENT INFORMATION INTO DATABASES, AND DOWNLOAD DATA FROM MONITORING EQUIPMENT.
9. PREPARE STATISTICS AND REPORTS REGARDING LEAK DETECTION PROGRAM.

SUPPLEMENTAL FUNCTIONS

1. PERFORM CALIBRATION AND ROUTINE MAINTENANCE ON EQUIPMENT OR ARRANGE FOR REPAIR AS REQUIRED.
2. ADVISE AND ASSIST IN TRAINING OF WATER WASTE ENFORCEMENT STAFF.
3. SUPPORT WATER WASTE ENFORCEMENT STAFF AS NEEDED.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF ENVIRONMENTAL PROTECTION AND REGULATION, INCLUDING WATER USE COMPLIANCE AND UNACCOUNTED-FOR-WATER PROGRAMS
PRINCIPLES AND PRACTICES OF FLOWS, VELOCITY, PRESSURE
METHODS, TOOLS AND EQUIPMENT USED IN LOCATING LEAKS IN A VARIETY OF UNDERGROUND WATER PIPES
ELECTRONIC DETECTION OF UNDERGROUND WATER MAIN LEAKS
PERTINENT FEDERAL, STATE AND LOCAL LAWS, REGULATIONS AND ORDINANCES
COMPUTER SOFTWARE SUCH AS WORD, EXCEL, ACCESS, MAXIMO, GIS, POWERPOINT AND SPECIALIZED SOFTWARE RELATED TO LEAK DETECTION EQUIPMENT
OCCUPATIONAL HAZARDS AND SAFETY PRECAUTIONS APPLICABLE TO THE AREA OF ASSIGNMENT
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

RESEARCH, ANALYZE, AND EVALUATE PROGRAMS, POLICIES, AND PROCEDURES
UNDERSTAND AND EXPLAIN STATUTORY AND REGULATORY PROCEDURES AND AUTHORITY
POLICIES AND PROCEDURES PREPARE DETAILED REPORTS AND RECORDS OF WORK
PERFORMED OPERATE PICK-UP TRUCK OR OTHER ASSIGNED VEHICLE
WORK INDEPENDENTLY WITHOUT SUPERVISION
CALIBRATE AND MAINTAIN ELECTRONIC EQUIPMENT AND MAKE ARRANGEMENTS FOR
NON-ROUTINE REPAIRS READING AND INTERPRETING TOPOGRAPHIC MAPS,
ENGINEERING PLANS, DRAWINGS AND SPECIFICATIONS

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO
INCLEMENT WEATHER, REQUIRED TO WORK IN OR WITH WATER AND CONFINED SPACES.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: STANDING, WALKING OR SITTING FOR
PROLONGED PERIODS OF TIME; HEAVY, MODERATE OR LIGHT LIFTING AND CARRYING;
BOTH HANDS REQUIRED, USE OF FINGERS, KNEELING, REPEATED BENDING, CLIMBING
WITH BOTH LEGS AND ARMS; OPERATING MOTORIZED EQUIPMENT AND VEHICLES.