

PUBLIC SERVICES CREW LEADER

General Statement of Duties

Performs responsible skilled work coordinating a small crew in the installation, replacement, and repair of water and sewer lines, taps, sewer lift stations, residential sewer pumps, streets, storm water, and other public services systems.

Distinguishing Features of the Class

An employee in this class is responsible for leading a small crew of workers engaged in the construction, maintenance and repair of water and sewer systems, streets, sidewalks, storm water systems, sewer lift stations, residential sewer pumps, and appurtenances. Work involves participation in and supervision over an assigned project that requires technical or mechanical skill. The employee may also operate automotive and/or construction equipment associated with a particular work activity. The employee is subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work exposure to raw sewage is also subject to the final standards of OSHA on blood borne pathogens. Work also requires on-call and call-back duties. Work is performed under general supervision and is reviewed by project inspections to evaluate work in progress and insure adherence to time and quality standards. This position has been deemed Safety Sensitive.

Duties and Responsibilities

Essential Duties and Tasks

Coordinates and participates in the work of a crew in the installation, repair, or replacement of water and sewer lines and facilities including manholes, hydrants, valves, and other system components; sets and ensures that crew follows proper grade; supervises and participates in the maintenance of water and sewer lines and installation of taps.

Supervises and participates in the preventative maintenance, repair and replacement of sewer lift stations, residential sewer pumps and related mechanical and electrical equipment.

Supervises and participates in the maintenance and repair of streets including repair of potholes, storm water systems, sidewalks, and related public works.

Supervises and participates in reading, assembling, installing and repairing meters; connects and disconnects water service; maintains, inspects, and repairs valves, manholes, hydrants, and other water appurtenances.

Oversees the selection, loading and transporting of equipment and materials in preparation for work.

Assigns tasks to workers in the field and inspects work in progress to assure conformance with instructions; provides training and performance feedback for employees; ensures that safety procedures are followed.

Operates construction equipment such as backhoes, loaders, trenchers, sewer rodding and jetting machines, boring equipment, etc.; operates tapping machines.

Supervises the maintenance and upkeep of machinery and tools used by the crew. Investigates complaints and trouble calls and recommends action; communicates department policies, procedures, and plans to citizens.

Supervises and participates in building and related maintenance tasks including painting, carpentry, and plumbing.

Performs or participates in performing more difficult or complex tasks.

Replaces landscaping damaged in construction projects; sows grass seed; plants shrubbery.

Leads and participates in maintenance of sewer lift and residential stations; performs more complex

mechanical and electrical tasks.

Completes work orders and other records.

Acts in the absence of the Superintendent.

Additional Job Duties

Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of the principles and practices associated with the repair, replacement and installation of water and sewer lines, sewer lift and residential pump stations, and related appurtenances.

Considerable knowledge of the tools, materials, and equipment used in the repair and maintenance of the distribution and collections systems.

Considerable knowledge of the occupational hazards and safety precautions of the work.

Considerable knowledge of the regulations and laws regarding water distribution and sewer collection systems.

Considerable knowledge of the Town's utility customer service policies and procedures.

Considerable knowledge of asphalt and concrete repair and minor construction work.

Some knowledge of Town personnel and purchasing policies.

Some knowledge of the related engineering specifications.

Skill in the operation of heavy construction equipment.

Ability to assign and supervise the work of others.

Ability to prepare and maintain records of work activities.

Ability to read and follow blueprints and construction drawings.

Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate machines and equipment including close inspection of moving and small parts, pipe assembly and repair, operation of mobile equipment and preparation of records and figures.

Desirable Education and Experience

Graduation from high school and considerable experience in skilled maintenance and construction work, preferably in public utilities, including experience with the operation of heavy construction equipment; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

May require Water Distribution Grade C and/or Sewer Collection Grade I.