

Job Description – City of Burleson

Job Title: Utility Crew Leader
 Department: Public Works Water/Wastewater
 Reports to: Utility Superintendent
 Pay Grade: 121
 FLSA Category: Non-Exempt
 Schedule: 5 shifts per week; 8 hours each
 Date Revised: January 16, 2008

BRIEF DESCRIPTION OF THE JOB:

Under general supervision of the Utility Superintendent, this position coordinates the work of a small crew engaged in the installation, maintenance and repair of the water distribution and the wastewater collection system and related facilities.

ESSENTIAL DUTIES AND PERCENTAGE OF TIME SPENT ON EACH:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
M	Operates heavy and light construction equipment, including backhoes, front-end loaders, air compressors, and other types of machinery, and performs maintenance of these as needed.
M	Performs weekend and evening stand-by duties as assigned. Stand-by consists of operating the water system, water main repairs, unstop sewer mains and repair various water leaks, routinely checking the water distribution system operations via Supervisory Control and Data Acquisition system.
M	Supervises and performs technical work involved in the installation, replacement, maintenance and repair of water and sewer facilities including planning and implementation of necessary traffic control to ensure safety of field personnel and the public
L	Prepares reports on crew activities and performs other administrative work as required utilizing personal computer or laptop and integrated software.
H	Installs new water and sewer mains, fire hydrants, manholes, valves, and water meters, and performs maintenance, repair, and testing of related facilities as necessary.
M	Cleans, unclogs and vacuums and sewer mains with high-velocity and manual sewer cleaning equipment.
L	Assists Utility Superintendent and other Crewleaders in development and instruction of regularly scheduled and special safety training.
M	Performs pump and motor maintenance as well as troubleshoots water pump stations and wastewater lift stations.
M	Coordinates and performs confined space entry in compliance with approved departmental policy and industry approved safety procedures in designated confined spaces.
L-H	Perform other related duties as required.

SUPERVISORY RESPONSIBILITIES:

This position exercises moderate supervision of field operations and personnel in various aspects of water and wastewater maintenance, repair and construction.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: A combination of education and experience and professional skills that best meets the needs of this position will be considered. Some considerations are:

- Demonstrated proficiency/expertise in utility construction methods such as excavation, repair, backfill and compaction.
- Demonstrated proficiency in operation of various pieces of moderate and heavy equipment commonly used in the maintenance, repair and construction of water distribution and wastewater collection systems and pumping facilities.
- Ability to read and understand basic maps and construction plans.
- Moderate understanding of water/wastewater pumping equipment such as pumps, motor control centers and lift station controls.
- Possess good skills in both verbal and written communication.
- Ability to interact and get along with all potential contacts in the execution of day-to-day activities of this position.
- Ability to work with limited supervision.
- Knowledge and understanding of construction safety regulations and Texas Department of Public Safety work zone preparation.
- Skill in reading and understanding construction plans and specifications.

EDUCATION AND EXPERIENCE: A combination of education and experience and professional skills that best meets the needs of this position will be considered. Some considerations are:

- High School diploma or GED.
- Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical method to obtain the necessary knowledge and abilities through experience would be: Two years experience in construction maintenance or inspection of public water, sanitary sewer, street drainage or traffic facilities.

(Years of education/experience may be considered in selection process with regard to minimum qualifications)

CERTIFICATES AND LICENSES REQUIRED:

- Valid Class "A" Texas Commercial Drivers License with good driving record.
- Class "C " or better Water Treatment/Distribution or Class "C" or better Wastewater Treatment/Collection license as issued by the Texas Commission on Environmental Quality within one year of appointment.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Exposure to inclement weather and harsh physical conditions will accompany day-to-day functions of this position. Field functions will often be performed in a heavy industrial area possessing exposure to numerous safety hazards. Exposure to hazardous chemicals, high voltage trenches, confined space and traffic.

TOOLS AND EQUIPMENT USED:

Essential functions of this position require the use of various types of heavy equipment including but not limited to: loader/backhoe, excavator, dump truck, vacuum truck, sewer cleaner,

Utility Crewleader

compaction equipment. Most activities will require moderate to heavy lifting and physical dexterity. Computer, cell phone and other electronic equipment specific to this field will be used frequently.

DESCRIPTION OF PHYSICAL DEMANDS:

Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week).

Physical Demand	Frequency	Description of Demand
Standing/Walking	C	Walking or standing on paved and natural surfaces such as turf, gravel, and dirt.
Sitting	O	Primary work is field operations of water distribution and wastewater collection system.
Lifting/Carrying	F	Carrying equipment and materials for maintenance and repair of water/wastewater utilities such as opening manholes, vaults, etc...
Pushing/Pulling	O	Physical activities performed in the installation and repair of water/wastewater utilities including climbing tanks up to 130'.
Reaching	O	Physical activities performed in the collection of soil, and material samples.
Fine Dexterity/Handling	F	To use the computer, calculator and writing.
Crouching/Crawling	F	Necessary movements consistent with performing physical inspection of utility construction.
Twisting	F	Necessary movements consistent with performing physical inspection of utility construction.
Kneeling	F	Necessary movements consistent with performing physical inspection of utility construction.
Vision	F	To read and prepare paperwork, perform inspections, and process information to assess factors relating to franchise utility construction
Hearing/Talking	F	To communicate with employees, citizens, and construction contractors and personnel on the phone and in person.
Foot Controls	F	Operating required equipment to perform daily activities.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

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| <u>F</u> time pressures | <u>O</u> emergency situations |
| <u>F</u> irregular schedule | <u>R</u> danger/physical abuse |
| <u>F</u> frequent change of task | <u>F</u> noisy/distracting environment |
| <u>O</u> tedious exacting work situation | <u>F</u> working closely with others as part of a team |
| <u>F</u> performing multiple tasks simultaneously | |
| other: _____ | |

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.