

## City of Mission Job Description

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Job Title: **Water Distribution Crew Leader**

Classification: **Non - Exempt**

Department: Public Works



Division: Water Distribution

Supervisor: Water & Wastewater Supervisor

Effective: 08/07/2012

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### **I. JOB SUMMARY**

This position is a working supervisory position which requires the crew leader to operate heavy equipment. The position requires the incumbent to operate a backhoe, vactor though other light to heavy equipment may be used in assisting, assigning, directing and coordinating the activities of crew members whose responsibilities include but are not limited to: installing, maintaining, repairing, replacing and servicing sewerage infrastructure a (lift stations, pumps, motors, sewer lines, manholes cleanouts wet wells sludge collectors, etc..). Install repair or replace of manhole ring and covers. Examines sewer pipes to detect leaks and repair them sometimes in inclement weather of dark of night. Will repair sewer system pipes and accessories using equipment such as pneumatic jackhammer, power drills, power saws, plumber's tools. Reports to Supervisor on areas worked and status of job or project. This position is on a mandatory rotating on call list. Individual will perform other duties assigned by the supervisor/department head as needed.

### **II. EDUCATION REQUIREMENTS**

- High school diploma or G.E.D is required.
- Requires Class II wastewater collection certificate or ability to test and acquire these certificates within two (2) years from the date of hire.
- Must be able to obtain a Class B with tanker endorsement drivers license issued by the Texas Department of Public Safety within six months from date of hire.
- Must have two years experience with backhoe, utility construction and plumbing practices.

### **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver's license from the Texas department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.
- Applicant must meet all other department and City employment standards.

### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business manner.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.

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- Ability to perform work that is routine and detailed.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to have a working knowledge of construction and plumbing practices.
- Ability to manage people, follow and give instructions and establish and maintain effective working relationship with the supervisor and crew members.
- Ability to follow both written and verbal instructions that require individual thought.
- Ability to make decisions based on verifiable criteria.
- Ability to follow both written and verbal instructions that require individual thought.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to work to precise tolerances and standards.
- Ability to determine pump malfunctions.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.

## **V. ESSENTIAL JOB FUNCTIONS**

- Must proficiently operate backhoe, vactor, trenchers, over rough off road, wet or uneven terrain in inclement weather or darkness.
- Install, maintain, repair, and service sewerage infrastructures.
- Must be on call as assigned on nights, weekends and holidays.
- Must work at night or during inclement weather and especially during emergency situations.
- Assigns work duties to crew members regarding excavations, back filling trenches and culverts.
- Assists in the installing, repairing, and replacing of sewer mains and pipeline.
- Examines sewer pipes to detects leaks and informs consumer of any interruption of service.
- Install, repair or replace sewer pipe, manholes or cleanouts.
- Operates mainline valve to close water flow through line.
- Communicates with other workers in performing routine operations and maintenance.
- Reports to supervisor and advises supervisor of job or project status.
- Interprets City policy and procedures as related to assigned job.
- Perform all duties of the job with special attention to safety and proper procedure related to the job position.
- Maintain a working rapport with other crews and management.
- Supervise crew members.
- Supervise and assist crew in policing work areas.

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- Practices and is responsible for good housekeeping around his work area, vehicle and equipment.
- Perform all job functions with special attention placed on good public relations, safety, and proper office procedures in compliance with city policies.

**VI. NON-ESSENTIAL JOB FUNCTIONS**

- None

**VII. EQUIPMENT/MATERIALS**

Safety equipment/materials to include but not limited to the following:

- City Vehicle, Backhoes, Vactor, Jet rodger
- Power saws, Drills, Hand Saws
- Hammers, Ratchets, Screw Drivers, Power Generators
- Two-way radio, Work orders, Clip board
- Meter tester, Backflow assembly tester, Wheel Barrows, Wyes
- Flashlights, Nails, Tacks, Heavy Picks, Levels, Ladders, Sockets
- PVC & Rubber Cement, Cement, Gravel
- 2-20 lbs sledge hammers, Line fishing tools
- Rubber/Plastic pipe connection boots
- Uniform, Hard hat, Rain coat, Steel toe boots, Hand tools, Safety vest
- Caustics and Adhesives
- Walk behind or drive type trenchers
- Gas and electric fluid/sludge removal pumps
- Works with various diameters (1/4-20") and strengths of (PVC, Iron, ductile iron, polyethylene) pipe/tubing
- Safety equipment (Supplied Air Apparatus, tripods, forced air fans, toxic gas analyzers, traffic cones, barricades, lights).
- Policy and procedure handbook

**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)				X
Extreme heat (non-weather)				X
Risk of electrical shock				
Work with explosives	X			
Risk of radiation	X			
Extreme Noise			X	
Vibration		X		

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**IX. MANUAL DEXTERITY**

Gross hand manipulations and fine finger dexterity are required to grip pumps are essential to perform job functions. Fine finger dexterity is required to hand write notes and to input data.

**X. PHYSICAL DEMAND ANALYSIS****MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>O</b>	Pipes wrenches to replaces pumps. Floor to knuckle level.
	6-10 lbs	<b>O</b>	Tools and sewer covers.
	11-20 lbs	<b>O</b>	Pipes, odor blocks. Floor to knuckle level.
	21-25 lbs	<b>N</b>	
	26-50 lbs	<b>O</b>	Pumps for replacement of repairs.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>O</b>	Sewer covers, lift station lids floor to knuckle level.
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>O</b>	Pipes wrenches to replaces pumps. Floor to knuckle level. Up to 10 feet.
	6-10 lbs	<b>O</b>	Tools and sewer covers. Up to 10 feet.
	11-20 lbs	<b>O</b>	Pipes, odor blocks. Floor to knuckle level. Floor to knuckle up to 20 lbs.
	21-25 lbs	<b>N</b>	
	26-50 lbs	<b>O</b>	Pumps for replacement or repair. Floor to knuckle to 20 lbs.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>O</b>	Sewer covers. Lift station lids floor to knuckle level. Up to 5 lbs.
	Over 100 lbs	<b>N</b>	
<b>PUSHING/PULLING</b>	Up to 5 lbs	<b>N</b>	
	6-10 lbs	<b>N</b>	
	11-20 lbs	<b>N</b>	
	21-25 lbs	<b>N</b>	
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N/A</b>	

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**

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## NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
<b>CLIMBING</b>	<b>O</b>	Iron latter to access drive staff and pumps up to 25 ft.
<b>STOOPING</b> (bending at waist)	<b>O</b>	Raise cover from lift station.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Visual inspection of lift station.
<b>CROUCHING</b> (bending at hips/knees)	<b>O</b>	Lift sewer covers.
<b>CRAWLING</b>	<b>N/A</b>	
<b>REACHING</b>	<b>F</b>	Prime lift station pumps. Partial to full arm extension.
<b>TWISTING/TURN</b> (rotation)	<b>F</b>	Drive to 30 lift station per work shifts.
<b>HANDLING</b> (manipulated objects)	<b>F</b>	Tools, pipes, steering wheel in City of Mission truck.
<b>STANDING</b>	<b>F</b>	Prime lift station pumps. Clear sewer lines.
<b>WALKING</b>	<b>F</b>	Search for sewer covers, inspect sewer stoppage.
<b>SITTING</b>	<b>F</b>	Drive to 30 lift stations.
<b>FINGERING</b> (finger dexterity)	<b>N/A</b>	
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Both hands to grips tools, pipes and pumps utilizing moderate to heavy force.

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date