

**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Crew Chief	DEPARTMENT: Water Utilities
RANGE: 40	DIVISION: Distribution/Collection
EFFECTIVE DATE: July 1, 2006	REVISION DATE: 12/20/06
NON-EXEMPT	

APPROVALS

Department Head	Human Resources Director	City Manager

PURPOSE OF POSITION:

This position supervises, oversees, and participates in the work of a utility crew engaged in a wide variety of manual, semi-skilled and skilled duties associated with the installation, construction, maintenance, and repair of Water/Wastewater utility system. Positions assigned to this classification are assigned responsibility for certain functions, facilities, systems, or types of work.

ESSENTIAL JOB FUNCTIONS:

- Schedules and determines work assignments for Distribution/Collection Division crew and technical staff.
- Organizes work for crew in installing and repairing water distribution and wastewater systems, meters, mains, and other water and wastewater utility appurtenances.
- Prioritizes work orders and assignments for the Division.
- Follows up on work assignments to assure their satisfactory completion and inspects the installations and service connections and repairs.
- Assigns construction equipment to crew and inspects the condition and use of such equipment.
- Reviews work under construction or maintenance.
- Determines estimates of manpower and supplies needed for completion of job.
- Meets with contractors on and off sites to monitor job progress.
- Prepares reports including job estimates; figures materials and requisitions materials and equipment for various projects.
- Cooperates and works closely with contractors concerning temporary water mains and meters for subdivisions.
- Oversees and provides the training of assigned personnel in the areas of work.
- Identifies training opportunities and needs and makes recommendations to higher level staff.
- Provides regular and ongoing input to supervisors on the progress and abilities of work crew and provides input in their evaluations.
- Participates in performing the most complex work of the unit including operating a variety of heavy equipment including, but not limited to: backhoe/loader, bulldozer, skid loader, dump truck, service trucks, etc.
- Oversees and participates in performing a variety of water facilities maintenance work including: main line repair; service line installation, replacement, and repair; pipe cutting; line tapping; cleaning, flushing, and televising of pipelines; repairs, replaces, and installs mainline control valves, air vac/air release valves; installs and repairs pressure reducing valves and vaults; and installation and repair of meters, valves, hydrants, and other appurtenances.

- Supervises the use, care, and operation of utilities maintenance equipment including service truck, dump truck, construction equipment, and a variety of hand and power tools.
- Oversees and participates in the loading and unloading of vehicles and equipment.
- Ensures adherence to safe work practices and procedures, and communicates any possible deficiencies to immediate supervisor.
- Oversees the maintenance of assigned equipment and vehicles including; the safety checks on service vehicles, the checking of fluid levels, and the cleaning of assigned vehicles and equipment.
- Performs work in confined spaces, such as vaults, tanks, and manholes, to inspect and repair.
- Oversees and participates in the establishment of appropriate traffic control including safety devices, signs, and barricades.
- Ensures safety of public and work crew.
- Reads, interprets and works from blueprints, plans, schematics, diagrams and maps as related to a municipal water distribution and wastewater collections systems.
- Reads, understands and interprets technical maintenance manuals as associated with water distribution and wastewater collection systems maintenance and operation and related maintenance equipment.
- Reads, understands, and ensures compliance with the City of Stillwater's Safety Manual and reports all accidents, violations, or infractions to supervisor.
- Responds to public inquires, complaints, and service requests in a courteous manner and provides information within scope of knowledge, or refers to employee of higher classification.
- Maintain accurate records of all sampling, maintenance and repairs performed while on duty.
- May be required to work shift work, weekends, and unusual hours in emergency situations and to be available on an "on-call" basis.
- Performs related duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- High school diploma or equivalent.
- Five years of directly related experience in the construction, maintenance, and repair of water distribution and/or sanitary sewer collection systems.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENCES REQUIRED:

- Must possess a valid Oklahoma driver's license and have a driving record in accordance with City requirements.
- Must possess a CDL License with air brake certification.
- Must possess a valid Class "C" Water and Wastewater Operator's License.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Ability to lead, organize, and review the work of assigned staff.
- Ability to independently perform the most difficult semi-skilled and skilled tasks involved in the operation, maintenance, installation, and repair of the city's water distribution and wastewater infrastructure.
- Ability to interpret, explain, and enforce department policies and procedures.
- Ability to operate a variety of maintenance equipment and tools including heavy and light power driven equipment and hand tools in a safe and effective manner.
- Ability to perform heavy manual labor.
- Ability to ensure adherence to safe work practices and procedures.

- Ability to understand and carry out oral and written directions with minimal supervision and direction.
- Ability to respond within a thirty (30) minute time period to the Water Distribution/Wastewater Collection yard while on standby duty. Must be able to communicate by telephone while on standby duty.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Knowledge of operations, services, and activities of a water and wastewater maintenance program.
- Knowledge of principles of lead supervision and training.
- Knowledge of methods, materials, practices, equipment, and tools required for pipeline, hydrant service, and meter installation and repair.
- Knowledge of the operational characteristics of maintenance and construction equipment and tools used in work activities.
- Knowledge of the proper procedures used in the maintenance and repair of hand and power tools.
- Knowledge of practices and procedures of traffic control.
- Knowledge of basic mathematical principles.
- Knowledge of the basic principles and practices of record keeping.
- Knowledge of occupational hazards and standard safety practices.
- Knowledge of trench and excavation safety.
- Knowledge of the geographical work area.

PHYSICAL/MENTAL REQUIREMENTS:

- Must have strength to pull, lift or push 50-pound object on a frequent basis and up to 100 pounds on an infrequent basis.
- Flexibility to bend, twist, and reach
- Mobility to climb, walk, and crawl.
- Dexterity to operate machinery and tools on uneven surface, etc.
- Stamina to exert self throughout the day in all weather conditions.

ENVIRONMENTAL & SAFETY CONCERNS:

- Much of the work is performed outdoors in inclement weather and during all seasons.
- Exposure to vibration, loud continuous noise, offensive smells, dust, dirt and water.
- Work is performed in confined spaces and at depths of ten feet or more.
- Exposure to moving equipment, insects, poisonous plants and slippery surfaces.
- Requires continuous attention to safe work and operating procedures ensuring that all established safety standards are observed while working
- Requires the wearing of appropriate safety apparel, proper placement of work barricades and warning signs and grounding of machinery and equipment.

JOB LOCATION:

- Work performed in all locations directly related to the distribution/collection system of the Water Utilities.