



APPLICATIONS ACCEPTED UNTIL FILLED

CREW LEADER I – LINE MAINTENANCE

Starting Salary: \$20.4099/HR. w/Benefits

*This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

The incumbent supervises work crew and performs skilled work involved in the installation, maintenance and repair of water lines. Operates equipment such as trucks, tractors, dump trucks, excavation equipment and motorized rodder machinery and uses a variety of power and hand tools in the installation, repair and maintenance of City owned water distribution system and waste water collection system and other public property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives work assignments from Line Maintenance Foreman, heads work crew in repairing water/sewer main line breaks and leaks in accordance with established procedures.
2. Assists in the installation of water and sewer lines.
3. Makes taps in water and sewer lines with tapping machine to allow new hook-ups.
4. Installs, relocates, repairs or replaces fire hydrants, manholes and other infrastructure as needed.
5. Installs and relocates water and sewer services.
6. Performs preventive maintenance by periodically checking water lines.
7. Checks reported meter leaks by examining connections around meter and connections to house and makes necessary repairs.
8. Corrects sewer stop-ups with the use of a rodder and repairs or replaces any damaged line.
9. Performs preventive maintenance by periodically rodding sewer lines.
10. Uses roto-rooter on plumbing in other departments upon request to clear lines.
11. Prepares work orders listing labor, materials and equipment used on each job assignment.
12. Assumes responsibility for equipment and materials used by crew.
13. Must be able to read, interpret and explain blue prints, as-builts and City provided water and sewer atlas from both electronic and paper formats.
14. Evaluates and determines responsibility of repair in relation to water leaks and sewer lines, repairs City owned infrastructure. Makes written reports of findings.
15. Knowledge of proper placement of barricades during road projects and around disaster sites, and, when necessary, directs traffic.
16. Complies with established safety policies and procedures.
17. Assists in on-the-job training and supervision of laborers.
18. Perform any other related duties as required or assigned.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos;
Ability to write simple correspondence.

MATHEMATICAL SKILLS

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common

fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Water Line Maintenance

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time. While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear; frequently required to stand, walk, stoop, kneel, crouch, or crawl; and occasionally required to sit, climb or balance. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and peripheral vision.

EDUCATION AND EXPERIENCE

High School graduate or equivalent and must possess Class "C" water and waste water certification from the Oklahoma State Department of Environmental Quality and valid Commercial Driver's License Class "A", with type "N" (tank vehicle) endorsement and be insurable. Plus specialized schooling and/or on the job education in specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 2 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience. Previous experience preferred.

ADDITIONAL INFORMATION

Work is skilled in nature, requiring the worker to operate several pieces of both light and heavy equipment. Skills may be acquired through extensive on-the-job training while in a subordinate position. Employee is on 24-hour emergency call and is assigned to stand-by duty.

This classification is a "safety-sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "safety-sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

*This is a job posting abbreviated from the full job description. For the full job description, please contact Human Resources.