



PUBLIC WORKS UTILITY CREW CHIEF **JOB DESCRIPTION**

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY:

The Public Works Utility Crew Chief performs a wide variety of specialized duties for the Public Works Department. Performs manual work in construction, maintenance, and repair of City infrastructure, facilities, and property. Performs a range of maintenance tasks pertaining to public works operations and services. Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the Utilities Supervisor. This position will oversee utility maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to, the following:

- Supervises the activity of utility maintenance workers and performs maintenance and repairs of the water distribution system and wastewater collection/treatment system to ensure compliance with Texas Commission on Environmental Quality (TCEQ) regulations
- Inspects water distribution mains and lines for needed maintenance and repairs; leads and participates in the repair of water mains and lines; installs clamps, pipes or fittings; and makes proper tie-ins
- Leads and participates in the clearing and replacing of taps; oversees the cleaning of sanitary sewer mains; and oversees the installation and repair of manholes
- Recommends modifications to the water and wastewater systems as needed
- Secures work zones with barricades, barrels, and signage
- Supervises the use of and operates various equipment including a truck, jet truck, dump truck, backhoe/loader, fire hydrant seating equipment, boring equipment, shoring materials, trash pumps and hand tools
- Prepares, reviews and maintains operating reports, work orders and records as required by state regulations
- Trains assigned employees in their areas of work in water distribution and wastewater collection systems maintenance methods and techniques and in the assembling and use of equipment
- Participates in the reconnection of meter services and takes meter readings as appropriate

- Locates sewer or water mains and lines by utilizing probes; digs up sewer lines as necessary; unstops sewer lines with the use of rotor roter and high-pressure equipment; and locates utility lines using probes and by hand-digging as necessary
- Leads and participates in infiltration control of sewer utility lines
- Works with outside contractors as required
- Repairs and pours concrete and asphalt surfaces in areas of water and wastewater pipe construction activities
- May handle and transport hazardous materials as assigned
- Remains on-call to respond to emergency situations for repair of water distribution and wastewater collection systems or other related problems
- Ensures the safety of assigned crew members and the surrounding public
- Responsible for keeping equipment cleaned and stocked
- Performs the full range of duties in the assigned area of work
- Performs all duties in conformance to appropriate safety and security standards and policies
- Ensures all behaviors comply with city and department policies and procedures
- Performs other duties as assigned

MINIMUM JOB REQUIREMENTS:

- Must be a United States citizen
- Must be at least 18 years of age
- Must meet one of the following educational requirements:
 - High School graduate, OR
 - Have passed a general educational development (GED) test indicating a high school graduation level
- Must be capable of performing all essential duties, responsibilities, and job functions
- Must possess and maintain valid, current Texas driver license with acceptable driving record
- Must be available to work 8:00 a.m. to 5:00 p.m. Monday through Friday, and overtime, on-call, nights, weekends, and holidays as required
- Must be able to operate machinery, tools, and equipment
- Must be able to work in confined spaces
- Must possess the vision, hearing, ability and dexterity necessary to operate motorized vehicles, equipment, tools and power tools; frequently required to stand, smell, talk, hear, walk, sit, stoop, kneel, crouch, climb, balance; lift up to 75 lbs., move by pulling, pushing, rolling objects exceeding 75 lbs.
- Must be able to perform tasks, primarily in outdoor environment in extreme weather conditions
- Must pass a background check, physical examination, and drug screen
- Possession of Class “C” or higher water distribution certification or Class II or higher wastewater collection certificate from the Texas Commission on Environmental Quality
- Experience and working knowledge of SCADA systems
- Ability to obtain a Texas Class “B” CDL driver license
- One (1) year experience in the maintenance and repair of water and sewer systems is preferred
- Experience in using specialized equipment (backhoe, tractor, skid steer, etc.) is preferred

Knowledge of:

Operation and maintenance requirements of power-driven equipment. Principles and practices of public works responsibilities. A thorough knowledge of the methods and techniques of general construction, maintenance and repair related to water/wastewater infrastructure, public works, or the area of work assigned. Occupational hazards

and standard safety practices. General departmental policies and regulations. Proper techniques and uses of a variety of hand tools and power tools. Pertinent federal, state and local laws, codes and regulations.

Skills/Ability to:

Perform duties under minimal supervision. Perform a variety of skilled construction and maintenance tasks. Ability to be punctual and attend work regularly. Demonstrate effective communication of ideas both verbally and in written form using the English language. Type and operate a computer. Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate equipment. Work extended hours outside in potential extreme weather conditions beyond the scheduled eight (8) hour shift as a result of operational necessities. Perform multiple tasks simultaneously; accurately and efficiently; and be flexible as priorities change. Ability to learn new skills and techniques. Pay strong attention to detail. Effectively interact with coworkers to accomplish work. Work in a stressful environment and get along with the public and co-workers. Show independence and autonomy. Make quick and sound decisions in stressful situations. Effectively meet deadlines. Maintain licenses and certifications. Ability to accept responsibility and account for his/her actions. Understand and follow City/Departmental policies, rules and regulations and carry out oral and written instructions.

By my signature, I acknowledge the content of this job description, accept the responsibility, and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date