



JOB DESCRIPTION
POSITION TITLE: Crew Chief

Department	Wastewater Collection	Position #	
PROGRAM #	20-270/20-5270	SALARY RANGE	G-5
REPORTS TO	Foreman	FLSA STATUS	Non-Exempt
SUPERVISES	Maintenance Workers	DATE OF REVISION	04/2019

POSITION FUNCTION SUMMARY: A working supervisor responsible for the diagnostics, scheduling, coordinating, and supervision of maintenance and repairs to the city's water and wastewater systems and capable of covering for the Utilities Foreman when not available.

ESSENTIAL DUTIES AND RESPONSIBILITIES: THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE CITY AS THE NEEDS OF THE CITY AND REQUIREMENTS OF THE POSITION CHANGE.

- Assists the work crews in all activities involved in the maintenance, diagnostics repair, and installation of the water distribution and wastewater collection systems, as well as any repairs as a result of these actions.
- Responsible for all aspects of the water distribution and wastewater collection systems as well as inventory control of the warehouse.
- Responsible for the preventative maintenance program for the water and sanitary sewer system which include valve, hydrant, and manhole maintenance.
- Use hydro unit for cleaning out sanitary sewer lines.
- Responsible for repairs to water main and sewer lines.
- Repair broken water lines with new sections of pipe and new taps.
- Performs water service taps and new meter and box installations.

- Assists in the diagnostics of problem areas and develops course of action and ensures efficient completion.
- Operate and maintain underground sewer televising equipment.
- Perform line locates, yard restoration, and assist the engineering department with contractors.
- Be able to read basic construction plans as well as understand the geographical makeup of the city.
- Operates light and heavy commercial equipment; light and heavy power tools; and a variety of hand tools; and is responsible for their responsible operation to ensure the safe functioning and lifespan of this equipment.
- Complete evaluation paperwork of subordinates.
- Required to complete work orders.
- Work involves evening, weekends, holidays, overtime and on-call on a rotation basis.
- Required to work as an essential employee before, during and after an emergency or disaster.
- Performs any other duties and responsibilities as directed by the Foreman
- Regular attendance is an essential function of this position.
- Performs other duties, special tasks and responsibilities as directed.
- Required to work as an essential employee before, during and after an emergency or disaster, whether natural or acts of war.

KNOWLEDGE, SKILLS & ABILITIES: TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

- Knowledge of all aspects of operations, maintenance, repairs and installations of the distribution and collection systems. (i.e. installation and repairs of main line pressure and gravity flow pipe of all materials, service lines near and far side pressure and gravity flow, hydrants, valves, manholes, cleanouts).
- Knowledge of water distribution and wastewater collection operations and repairs using general plumbing, concrete work, fencing, and landscaping. Knowledge of heavy and light equipment; and a variety of hand and power tools
- This position is moderately physical in nature and may demand moving from remote location to remote location over a variety of terrain.
- Ability to follow oral and written directions.
- Ability to maintain daily work orders.
- Ability to establish and maintain effective working relationships with coworkers, supervisors and the general public.
- Must be able to work well in a team; have basic interpersonal skills; and be effective under self-supervision.
- Problem solving skills helpful.

- Ability to follow and adhere to City and departmental rules, regulations, policies and procedures.

EDUCATION, EXPERIENCE AND TRAINING: THE PREFERRED WAY TO OBTAIN THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW. THE CITY RESERVES THE RIGHT TO ALLOW SUBSTITUTIONS IN THE EVENT THAT A CANDIDATE OR INCUMBENT EXCEEDS REQUIREMENTS IN ONE AREA BUT MAY BE DEFICIENT IN ANOTHER.

Formal Education:

- High school diploma or equivalent GED.

Relatable Work Experience:

- Two (2) years experience in operation and maintenance of water and wastewater systems.
- Backhoe operator experience required.

Training (License and/or Certification):

- Valid Texas Commercial Driver's License (Class A).
- TCEQ Class C distribution desired or should be obtained within 2 years of employment.
- TCEQ Class II wastewater collection license desired or should be obtained within 4 years of employment.

PHYSICAL DEMANDS: THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

Stand/Walk	May occur on concrete, asphalt, burned out buildings, rough terrain and may walk on structurally unsafe surfaces.
Sit	Must be able to sit at a workstation for extended periods of time, and to travel in a car for several hours without a break. Must be able to enter a motor vehicle without assistance.
Talk/Listen	Must be able normal or correctable to levels capable discerning two-way radio, telephone and conversational speech without loss of understanding.
Reaching/Handling /Fine Dexterity	Must be able to operate a motor vehicle, PDA, and telephone, write legible notes and correspondence, pick up items, manipulate equipment, and use small tools.
Climb/Balance	Required while climbing stairs if elevator is unavailable or to obtain equipment or files for top shelves of storage areas.
Stoop/Crawl/ Kneel/Crouch	Must be able to bend over to pick up items that are dropped on the ground. Also must be able to bend, reach to service, load, and maintain necessary equipment.

Lift/Move/ Push/Pull	Required while pushing pipes, pumps, bags of cement, hoses and generators. Required with all tools and materials. Must be able to lift 90lbs without assistance.
Vision	Must be correctable to 20/20, be able to drive a motor vehicle in both daylight and dark conditions.

WORK ENVIRONMENT: THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

NORMAL HOURS/ DAYS OF WORK	6:00 a.m. to 4:00 p.m., Monday through Thursday, 7:00 a.m. to 4:00 p.m. Friday. Off every other Friday. Plus on-call assignments.
DESCRIPTION OF DAILY WORK ENVIRONMENT	The majority of the work will be outside where the employee will be exposed to sun, heat, humidity, rain, cold, and automobile traffic. On frequent occasions, the employee will be at remote locations traveling unleveled terrain and working in underground areas in tight spaces.

This Job Description does not constitute an employment agreement between the City of Richmond and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature

Date

Revised: 04/2019