



## City of Irving Job Description

### Utility Maintenance Crew Leader

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	O572	<b>Reports To (Job Title):</b>	Utility Maintenance Supervisor

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#### PURPOSE

To guide and perform maintenance-related work for city Water Utilities Departmental functions, including prioritizing and organizing work for crews and providing technical leadership for projects.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Oversee the work of crews assigned to tractor trucks, camera trucks, flush trucks and rod trucks.
- Train crew members to perform specific tasks, which includes demonstrating work, providing step-by-step instructions, and monitoring performance.
- Maintain records for use of time, material and equipment as well as inverter use and anti-idling policies and equipment.
- Complete written and electronic paperwork for work orders representing each assignment using proprietary software.
- Inspect work to ensure work matches specifications and correct deficiencies when necessary.
- Ensure proper care of equipment, vehicles, and tools at all times.
- Install obstacles and barriers to ensure safety for work crews in all work zones.
- Operate equipment including but not limited to jackhammer, vehicles, vacuum truck, wash truck, rod truck, and crane.
- Perform light construction as necessary to complete projects.
- Ensure the safety of assigned crew, which includes erecting appropriate work barricades, overseeing confined space entry parameters are followed during hydro-excavation and attending safety classes for first aid, defensive driving, and CPR.
- Respond first to all emergency calls, including weekly, on-call, after-hours emergencies.
- Answer questions and provide information to the public, which includes investigating requests and complaints in compliance with the customer service pledge.
- Report observations regarding performance levels of assigned crew members to supervisor and participate in performance appraisal development and the evaluation interview.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Prepare reports regarding project status to meet Federal, State and local regulations and/or employee performance.
- Test water quality.
- Maintain inventory of supplies.

- Repair equipment needed to perform duties.
- May work on projects requiring installation of shoring.
- Assist in conducting studies and surveys.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 2 to 5 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

May make purchases of materials or equipment with the use of a P-card or request for a Purchase Order.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- High School Diploma or GED to meet basic requirements established by the Texas Commission on Environmental Quality (TCEQ).

### **EXPERIENCE**

- Two (2) years of related experience in the operational area to which assigned.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid, Texas Class A Commercial driver's license.
- C-level Water Distribution License from the Texas Commission on Environmental Quality.
- Wastewater Collection II license from the Texas Commission on Environmental Quality.

### **KNOWLEDGE OF**

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency for Water Utilities.
- Construction Principles: Materials, methods, and the appropriate tools to construct and install appurtenances, utility infrastructure, structures, and buildings.
- Safety: Confined-space entry safety, all work zone and traffic safety, climbing safety, hazardous materials safety and office safety
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- An understanding of construction plans and Engineering and GIS maps.
- Understand Federal, State and local laws rules, ordinances and regulations.

## **SKILLS AND ABILITIES IN**

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Service Orientation: Actively looking for ways to help people.
- Management of Material Resources: Obtaining and seeing to the appropriate and efficient use of equipment, facilities, and materials needed to do certain work.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Technical and Graphical Reasoning: Interpreting an extensive variety of maps and plans.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting and carrying out a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Visualization: Imagining how something will look after it is moved or rearranged.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

Contacts include coordinating work activities with staff, supervisors and managers from other departments and visiting with vendors to learn more about materials and equipment used for assigned repair and maintenance operations.

## **EQUIPMENT AND PROPERTY**

Employee must use a wide variety of manual and power tools and equipment which may include equipment such as rod, vacuum and wash trucks, sewer line cameras, lawn mowers, crack seal machinery and others. In addition, office equipment such as computers, copiers and printers are used.

## **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 job.\*

The employee constantly is required to grasp, handle, feel, listen, reach, see, and/or smell. Frequently, s/he is required to balance, carry, drive a vehicle, sit, stoop, talk, stand, and/or walk. S/he is often is required to climb, kneel, lift up to 100 pounds, pull, and/or push. In rare instances, s/he is required to crawl or run.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to a dirty and hazardous environment, blood-borne pathogens, extreme vibrations, confining work space, electrical hazards, extreme temperatures or weather conditions, air contamination, noise, toxic or caustic materials, and/or traffic hazards. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually loud.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.