

	DEPARTMENT		60-96 WASTE WATER COLLECTION	FLSA	NON-EXEMPT
	PAY GRADE	16	OCCUPATIONAL CATEGORY		SKILLED CRAFT
	WORKSTEP CODE	862.684-014	LEVEL	HEAVY (MODIFIED)	
	DRUG SCREEN TYPE	DOT-FMCSA			
	STATE EMPLOYMENT CODE	221320	WORKER'S COMPENSATION CODE		7580
	REVISION DATE	07/2021			
	96-020 CREWLEADER, WASTE WATER COLLECTIONS				

REPORTS TO: Wastewater Collection Supervisor or Water Utility Superintendent

DIRECTS: Supervises a small crew of equipment operators and/or line operators

OTHER: Has contact with other employees on the job and with the general public

BRIEF DESCRIPTION:

This is a supervisory position; duties include supervising a wastewater collections maintenance work crew. The candidate must be able to work and maintain a team environment while performing maintenance and repair to the City's Wastewater Collection System. This position is classified as Essential within the Public Works Department and will adhere to all policies and procedures pertaining to an Essential worker.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S- SEDENTARY	L- LIGHT	M-MEDIUM	H-HEAVY	V- VERY HEAVY
Exerting up to 10 lbs. occasionally; or Negligible weights frequently; or Sitting most of the time	Exerting up to 20 lbs. occasionally; or 10 lbs. frequently; or Negligible amounts constantly; or Requires walking or standing to a significant degree	Exerting 20-50 lbs. occasionally; or 10-25 lbs. frequently; or Up to 10 lbs. constantly	Exerting 50-100 lbs. occasionally; or 10-25 lbs. frequently; or Up to 10-20 lbs. constantly	Exerting over 100 lbs. occasionally; or 50-100 lbs. frequently; or Up to 20-50 lbs. constantly

#	CODE	ESSENTIAL FUNCTIONS
1	M	Performs and supervises other employees during the maintenance and repair sewer lines; Inspection of lines for infiltration and inflow;
2	M	Operates closed circuit video inspection equipment
3	M	Operates high velocity jet machine to clean and clear lines of debris
4	V	Supervises and leads crews whose primary responsibility is maintenance and repair to the Wastewater Collection System
5	L	Maintains and assists in rehabilitating sewage pump stations, clean wet wells, pumps, and manholes
6	M	Coordinates daily tasks to ensure that work is completed by priority and in a timely fashion
7	H	Assists Waste Water Treatment Plant staff with routine and emergency operation, maintenance and repair
8	M	Assists with or perform on-site locations of sewer mains, manholes, and lateral sewers for the "One-Call" locate system if needed

9	S	Receives and distributes work orders via computerized work order and asset management program
10	S	Drives equipment to and from job sites (sewer truck, backhoe and etc.)
11	M	Unstops sanitary sewer lines
12	H	Inspects contracted collection system projects, such as new installation or rehabilitation to ensure compliance with contract terms and applicable codes
13	H	Installs two way clean-outs in sewer service lines
14	H	Sets up barricades when required to protect employees and the public
15	M	Gathers documents and evaluates collection system data to ensure the integrity of the collection system, including written reports and computer work
16	M	Performs routine maintenance on vehicles, tools, and equipment
17	S	Writes reports by hand or enters reports by computer or other technological devices
18	H	Lays or repairs wastewater lines, using a backhoe, jackhammer, and manual tools to dig the trenches, connect the lines, set taps, and refill the trenches
19	M	Makes wastewater taps
20	S	Notifies public of interruption of services and of the induction of smoke to test lines
21	S	Serves as Wastewater Collections Supervisor in their absence when directed
22	H	Serves on standby crew for after hours, emergency work as required
23	V	May be assigned by the Wastewater Collections Supervisor to perform the functions of a Wastewater Line Operator, as needed
24	S	Serves as an essential worker, subject to all policy procedures sections
25	S	Duties include working mandatory weekly rotating 24 hour 7 day a week on-call assignments
26	S	Must work weekends, holidays, and work days other than Monday through Friday as needed
27	S	Must arrive at work on time and must maintain a regular and reliable level of attendance

JOB REQUIREMENTS:

CATEGORY	JOB REQUIREMENTS
READING	Ability to read and write the English language
MATH	Ability to make mathematical calculations by adding, subtracting, multiplying and dividing numbers
WRITING	Ability to communicate using the English language Ability to communicate well, both orally and in writing
MANAGERIAL	Supervises a small crew of equipment operators and/or line operators
BUDGET RESPONSIBILITY	Assist in making and approving purchases made by subordinates in accordance to the City's purchasing rules.
SUPERVISORY/ ORGANIZATIONAL CONTROL	Must be a self-starter and be able to work effectively and efficiently on one's own
COMPLEXITY	Maintain records for state or policy regulations Able to read maps and interpret data
COMPUTER SKILLS	Proficient in Microsoft Office products such as Word, Excel, and Outlook
CUSTOMER SERVICE	Ability to learn and use proper customer service habits both internally and externally. Upholding the STARS philosophy.
INTERPERSONAL/HUMAN RELATION SKILLS	Ability to deal effectively with the general public and other city personnel in a courteous manner

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of safety regulations to work safely with equipment used in utility maintenance work
- Experience in working with various types of equipment
- Must have a working knowledge of hand tools, ability to work on water and wastewater lines without contaminating to public water supply
- Ability to follow written or oral instructions

- Ability to work with other crew members and members of the public
- Ability to read simple maps and drawings, picks up trash, keeps storage areas clean, orderly, and in safe working conditions
- Ability to work under adverse weather conditions

EDUCATION AND EXPERIENCE:

High school graduate or equivalent; OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Have or must obtain Texas Class B CDL with a tanker endorsement within 180 days of hire; and Class II certificate in Wastewater Collections from the TCEQ in 18 months.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Ability to operate both indoor and outdoor as necessary. May be exposed to extreme heat and cold during summer and winter months.

Will be required to work during inclement weather.

TOOLS AND EQUIPMENT USED:

Standard office equipment including multi-line telephone, computer, fax machine, copier, shredder, scanner, printer, etc.

Equipment used pumps, generators, backhoes, dump trucks, sewer jet machines, service trucks, wrenches, hand and power saws, jackhammers, hammers of various sizes, grinders, shovels, drain spades, drills and drill press

PHYSICAL DEMANDS:

C= Continuously	F= Frequently	O= Occasionally	R= Rarely	N- Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing/ Walking	C	Standing and walking in City Buildings and City facilities on tile, carpet, concrete, asphalt, gravel, and may include sloped or slippery surfaces
Lifting/Carrying	F	Must be able to lift and carry 100 pounds, for setting taps, meters, etc.
Pushing/Pulling	F	Using both hands to operate large hand tools and/or pull such things as hoses or equipment
Handling	F	Tools with both hands and all fingers
Fine Dexterity	C	Ability to operate heavy equipment as well as cars and trucks
Kneeling/Crouching/ Crawling/Bending/Twisting/ Climbing	F	Ability to kneel, crouch, crawl, bend, twist and climb to complete various tasks
Vision	C	Ability to see, read, and comprehend a variety of written or displayed media Must be capable of seeing equipment and gauges
Hearing/ Talking	C	Ability to speak and understand fluently the English language Ability to hear the spoken word Must be able to hear radio

		transmissions Ability to hear clearly when working around equipment or in street and alley traffic using proper safety precautions
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NON-PHYSICAL DEMANDs	FREQUENCY	DESCRIPTION
Time Pressure/ Constraints	C	Ability to complete time sensitive tasks Ability to handle stressful situations and workloads Ability to control temper during various situations Ability to follow and adhere to and City of Cleburne rules, procedures, policies, general orders, ordinances, etc.
Irregular Schedule/Overtime	F	Subject to afterhours call out for emergency situations May be required to work weekends and holidays
Frequent Change of Task	F	Ability to shift focus from one project to the next rapidly
Performing Multiple Tasks Simultaneously	F	Ability to multitask
Emergency Situations	O	Ability to assist in emergency situations should the need arise
Danger/Physical Abuse	C	Physical peril or bodily injury inflicted by environmental factors or external forces Works in trenches and confined spaces Some exposure to mechanical, electrical, explosive, fume, odor, dust chemical, and toxic waste hazards, using proper safety precautions Uses good judgement to work safely and use equipment property; and must be able to work in ditches or manholes which may be filled with unsanitary water, debris, or sewer water
Noisy/Distracting Environment	C	Mowing, digging, power equipment and tools, motor vehicles, roadway traffic, pedestrian traffic
Working Closely with Others as Part of a Team	C	Ability to establish and maintain effective and cooperative relationships

JOB DESCRIPTION VERIFICATION AUTHORIZATION

The aforementioned statements are intended to describe the general nature and level of working being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills, required of personnel classified in this position. This job description is subject to change as well as the needs and requirements of the job change.

ADA/EEO Compliance

The City of Cleburne is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the

City will provide reasonable accommodations to qualified individuals with the disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Formal application, rating of education and experience; oral interview, reference and criminal background checks, Worksteps, and drug screens are required. In addition, job related tests may also be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Cleburne and the employee and is subject to change by the City of Cleburne as the needs of the City and requirements of the job change.

HUMAN RESOURCES USES ONLY		
<u>SIGNATURE- REVIEW AND COMMENTS</u>		
I HAVE REVIEWED THIS JOB ANALYSIS AND ITS ATTACHMENTS AND FIND IT TO BE AN ACCURATE DESCRIPTION OF THE DEMANDS OF THIS JOB		
_____ Employee Signature	_____ Employee Name (printed)	_____ Date
_____ Supervisor Signature	_____ Supervisor Name (printed)	_____ Date
_____ HR Representative Signature	_____ HR Representative Name (printed)	_____ Date



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