



Water Distribution Crewleader Water Distribution/Metering Division

Salary: \$28,412

JOB SUMMARY

This position is responsible for supervising a crew of personnel in the construction, repair and maintenance of the city's water distribution and wastewater collection systems.

MAJOR DUTIES

- Supervises and participates in the work of an assigned crew; makes work assignments; determines necessary tools, equipment and supplies; enforces department policies and procedures, including safe work practices.
- Ensures that truck is properly stocked with parts and supplies.
- Supervises and participates in the location and repair of water leaks and main breaks; flushes water lines and fire hydrants; checks water pressure.
- Supervises and participates in the location and repair of sewer lines.
- Installs water meters
- Operates a variety of construction equipment as needed.
- Changes cut-offs.
- Sets up safe work sites; flags traffic as needed.
- Supervises and participates in the maintenance of equipment and tools.
- Assists with excavation projects.
- Supervises and participates in the repair of excavation sites.
- Responds to after-hours emergencies.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the tools, equipment, materials, and procedures used in the installation, repair, and maintenance of water and wastewater systems.
- Knowledge of city and departmental policies and procedures.
- Knowledge of supervisory principles and practices.
- Skill in directing the work of personnel engaged in water and wastewater system maintenance.
- Skill in the use of a variety of job-related equipment and tools.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the supervision of personnel.

SUPERVISORY CONTROLS

The Water Distribution Superintendent assigns work in terms of general instructions. The supervisor spot-checks work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department policies and procedures, safe work practices, and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and construction maintenance duties. Inclement weather, heavy traffic and difficult field conditions contribute to the complexity of the position.
- The purpose of this position is to direct the work of a crew of personnel engaged in the construction, maintenance and repair of the city's water distribution and wastewater collection system. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, contractors, vendors, customers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is typically performed in an office, stockroom, warehouse, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over an assigned crew of personnel.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER