



DEPARTMENT: Water Department
POSITION TITLE: Water Crew Leader
GRADE: 16 (\$30,123 min to \$43,678 max)

SUMMARY:

Under general supervision of the Public Works/Water Superintendent coordinates and supervises the water crews, ensuring schedules are followed and decisions are made on a variety of problems and informing the superintendent of more complex problems. The Crew Leader exercises functional supervision over skilled and/or unskilled personnel in the maintenance and repair or replacement of water service lines and distribution mains; maintenance on water well plants. Assures the efficient functioning of the City water system and compliance with state and federal regulations.

The Water Crew Leader reports directly to the Public Works/Water Superintendent.

ESSENTIAL FUNCTIONS:

1. Provides instructions and coordinates the activities of personnel engaged in water production and distribution system maintenance, operation and repairs;
2. Operate water system to include all wells, elevated and ground storage tanks, pumps and water treatment equipment; install and maintain water mains, hydrants, water meters and lateral lines;
3. Routinely visit the water plants and tanks to ascertain operational status; determine adequacy and accuracy of recording instruments and adjust as necessary; Make draw down measurements required for water level determination and make gauge reading calculations for required data;
4. Inspect all electrical, plumbing and treatment equipment such as electric motors, circuit breakers, control boards, pump valves, flow meters, gauges, and chlorinators;
5. Make necessary adjustments by regulating valves or placing additional motors into operation to increase or decrease any function of the operation to ensure proper water flow and pressure to meet consumption demands and that the application of chemical treatment is maintained at the proper ratio.
6. Make chemical tests of the water for chlorine. Replace chlorine cylinders, renew supply of chemicals to treatment apparatus and adjust as required. Check equipment periodically to prevent overheating or other damage to machinery and to eliminate any potential damage. Compute chemical requirements for sterilization of wells and equipment to eliminate harmful bacteria in the water system. Flush stagnant parts of water system as necessary;
7. Understand methods to meet emergency conditions related to health, safety or fire hazards to ensure continuous source of water for the distribution system;
8. Operates light to heavy duty equipment; which may include backhoe, crack seal machine, wood chipper, skid steer, dump truck, jack hammer, vactron;
9. Excavates and backfills trenches in order to complete repairs; within customer yards and city streets after water repairs in the right of way;

10. Cleans, organizes and maintains facilities, tools and equipment; Performs weekly equipment maintenance checks. Stocks truck with necessary equipment and materials;
11. Supervises the setup of work zone for traffic control and promotes and practices a safe working environment;
12. Maintains water plants by mowing and trimming various sites;
13. Trains new workers in the use of tools or equipment;
14. Must be available to work weekends to fulfill on-call duties;
15. Works overtime on demand when required;
16. Required to respond to all emergency water system requirements on a 24-hour basis; and
17. Performs other related duties as assigned.

General Qualifications:

Training and Experience

- High School Diploma or GED.
- Three to five years' of supervisory experience of construction of street repairs and/or water system operations.
- Must have a valid Class "C" and/or valid "CDL" Texas Driver's license with an acceptable driving record.
- TCEQ Class "D" Ground Water Operator licenses required, or must be obtained within 4 months.
- TCEQ Class "C" Ground Water operator license required, or if not, must be obtained within 2 years of obtaining "D" license.
- Experience with Microsoft Excel, Word, and Outlook programs essential.

Knowledge, Skills and Abilities

- Familiarity with methods, equipment, materials and standard practices used in the construction, maintenance and repair of streets and Water systems.
- Knowledge about the operation of all the equipment commonly used in street construction or maintenance, and the maintenance and operation of the water distribution system.
- Skill in assigning work to a large group of workers and to review their work when completed.
- The knowledge and ability to write reports.
- Ability to deal with the public.
- Skill in assigning work to personnel and in reviewing their work.
- The knowledge and ability to write up staff for discipline issues.
- The ability to maintain vehicle and equipment maintenance logs.
- The ability to order materials prior to needing them on the job sites.

Work Conditions/Hours:

- Ability to work outside with exposure to temperature variations; occasional exposure to hazardous chemical irritants, noxious odors and fumes sometimes requiring the use of protective breathing apparatus.

- Physical requirements include frequent carrying/lifting 10-25 lbs., and 50-100 lbs occasionally; subject to kneeling, crouching, climbing, walking, twisting, reaching and pushing to perform essential functions.