



Job Description

Job Title: Crew Leader Sewer/Water

Department: Public Works

Education Required:

Must have completed post high school level, technical course work in environmental technology, water chemistry, public health water treatment or related field and have three years experience in a supervisory capacity; or any equivalent combination of training or experience, three years backhoe excavation experience.

Type of

Position:

- Full-time
- Part-time
- Intern

Hours: 40 hours/week

Over-time may be required on occasion
 Exempt
 Nonexempt

General Description:

Under the direction of the Maintenance Supervisor of Water/Sewer performs work of considerable difficulty assigning, planning, inspecting, supervising and participating in the maintenance and repair of the Village water and sewer infrastructure and water treatment facilities, supervising in the maintenance of Village vehicles and equipment; performs related work as required. Supervises the entire division in the absence of the Maintenance Supervisor. Supervises and coordinates activities of workers engaged in repair and maintenance of water main and sewers by performing the following duties.

Essential Functions of the job:

- Directs workers in constructing water main and sewer main.
- Directs workers in connecting water and sewer laterals to mains.
- Directs workers in fire hydrant installation, repair and maintenance.
- Directs workers in valve replacement, repair and maintenance.
- Inspects construction within the Village Right-of-Way of new water main, new sewer main, new water service laterals, new sewer laterals and manholes to ensure conformance with specifications.
- Directs workers in cleaning sanitary mains, combination mains, storm water mains and sewer catch basins, repairing broken sewer lines, and replacing worn and damaged parts.
- Directs workers in video inspection of all types of sewer main.
- Assists workers in repairing breaks in water mains, water service laterals, sewer mains and sewer laterals.
- Operates and maintains backhoe/loader.
- Operates and maintains sewer cleaning truck.
- Operates and maintains equipment such as jackhammers, pumps, air compressors, and other equipment used in repair and maintenance of water main and sewers.
- Supervises, trains, and assigns personnel on safety regulations for confined space and trenching and shoring.

- Periodically analyzes and interprets production records to ensure operational efficiency and adherence to State and Federal mandates; EPA Standards; water sampling; maintenance throughout the water distribution system.
- Provides informative and courteous customer service to Village residents.
- Tracks water and sewer accounts and obtains quotes for purchase orders.
- Assists in removal of snow and ice.
- Locate Village utilities for municipal and private developments.
- Supervises and evaluates personnel.
- Other duties as assigned.

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

Practices and procedures for water operations and maintenance of water service laterals, water mains, and fire hydrants; installation of water mains, water service laterals and fire hydrants; EPA Standards and regulations for water distribution operation; responding to customer complaints in a polite and courteous manner; establishing operable grades and use of transit or level; excavation procedures.

Practices and procedures for maintenance and repair of sewer laterals, sewer mains and manholes; installation sewer mains, sewer laterals and catch basins; EPA/NPDES Standards and regulations for storm water; MWRDGC Standards and regulations for sanitary and combined sewer plan review and inspection.

Supervising, planning , and assigning work to a maintenance crew, in motivating unskilled and semi-skilled laborers; maintaining records; operating equipment; maintaining adequate inventory

Maintenance equipment and materials used in the field of Public Works; methods, techniques and practices of Public Works operation; the principles and practices of management and supervision; skill in planning, inspection and effectively supervising the work of others; maintaining complete personnel and operational records.

The location and layout of water pumping stations; the functions and servicing requirements of water treatment plants, machinery and equipment; the process involved in the treatment of portable water and a good knowledge of the mechanical operations and construction of motors and pumps.

Supervisory Responsibilities: This position does require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Computer Skills: Working knowledge of Microsoft Office Products.

Other Qualifications:

- Must possess a Class "D" water plant operator's certificate or must be able to obtain a Class "D" within twelve months issued by the State of Illinois Environmental protection Agency.
- Knowledge of water meters, repair and installation. General knowledge of hydraulics and electricity.
- Valid Illinois driver's license and ability to obtain a Class "B" motor vehicle license.
- Able to respond to emergencies 24- hours a day.
- Able to operate or learn to operate, cars, trucks, 1-4 ton dump trucks, 4-6 wheel dump trucks, front end loaders, backhoes, sewer jet truck, air compressors, jack hammers, sewer pumps, chain saws, hydraulic shoring equipment, gas detectors, all carpentry tools, all plumbing tools, shovels, sledge hammers, picks, rakes, axes, pruning tools, lawn mowers, and blower packs, water pumps, self-contained breathing apparatus, computer leak truck, portable diesel generator, chlorinators, accessories.

- Able read and use maps, water sewer atlases, technical manuals, draft plans, purchase orders, maintenance logs, and mileage logs.

Travel: Local travel is required of the position.

Physical Demands:

Apply principles of rational systems such as in record keeping; lift and reach for weights in excess of 50 lbs.; stoop, lift and carry weights of up to 100 lbs.; push weights of up to 200 lbs.; have perception and discrimination of color, sound, texture, odor, and form.

Work Environment:

Able to operate in temperature extremes, with strong odors or fumes, toxic agents, loud noise, vibrations, wetness, humidity, dust, disease, and varying light conditions.