

Job Title: Crew Leader

Department: Dandridge Water Management Facility

FLSA Status: Non-exempt – Full-time

Summary: Under supervision, directs and participates in the work activities of assigned crew personnel performing equipment operations, technical skills and manual labor, while controlling those tasks required to perform the construction, maintenance and repair of the Town's water and wastewater system. Communicates both orally and in writing within the department, other utilities, contractors or citizens concerning job related tasks and assignments.

Essential Duties and Responsibilities include the following and are examples of the work and are not necessarily all-inclusive. Other duties may be assigned

- Receives and evaluates daily assignments; ensures work is completed properly; trains or directs crew for work assignments in a safe and timely manner to ensure all crew members follow all regulatory requirements. Advises supervisor of any failure to comply with rules.
- Help to maintain shop, water and sewer assets in the field, and minor maintenance of equipment and vehicles.
- Directs utility crew in installing, repairing or performing any maintenance activities for collection or distribution systems: installs water and sewer taps; inspects or repairs lift stations, leaks, hydrants, valves, meters, pressure regulators, and related equipment. Performs other duties relating to construction and maintenance of Town of Dandridge property.
- Operate equipment such as dump trucks, boom trucks, tapping machine, loaders, backhoes, hydro-hammers, CCTV equipment, sewer jetter, compressors, pneumatic tools, etc., after proper training.
- Locates and reads meters.
- Assists in preparing the work site and in ensuring that materials and tools are available as needed, returns tools and equipment to their proper place; helps keep tools and supplies in a clean and orderly manner on the job; cleans the work area after the job is completed.
- Locates water or sewer assets from maps, drawings, and sketches.
- Performs physical labor work as required, including using a shovel and bar; assists in rigging to move and place heavy materials.
- Complete standardized forms accurately; keep simple records; in a timely manner, completes job documents accurately and completely.
- Utilizes technology offered to ensure proper work is accounted for in work order system or mapping.
- Complies with all TOSHA regulations and observes and directs others regarding proper safety precautions; maintains tools, supplies, equipment, and the work site in a safe condition; learns to install shoring in trenches as directed; sets up and places traffic warning devices and barricades.
- Subject to after-hour call out for emergency work and rotates on Operation's standby roster.

Supervisory Responsibilities:

- Exercises supervision over assigned field crew.

Competencies:

- Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- Dependability: Responds to requests for service and assistance. Follows instructions, responds to management direction. Take responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.
- Judgment: Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and

explains reasoning for decisions. Includes appropriate people in decision making process. Make timely decisions.

- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develop alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Initiative:** Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Take independent actions and calculated risks. Look for and takes advantage of opportunities. Ask for help when needed.
- **Job Knowledge:** Competent in required job skills and knowledge. Exhibits the ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- **Customer Service:** Displays courtesy and sensitivity. Manages difficult or emotional situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Required Education and/or Experience:

High school education or G.E.D.

Knowledge, Skills, and Abilities:

General knowledge of basic construction and maintenance materials, methods and terminology; safe work and driving practices. Skill in using standard and hand power tools, etc. Ability to learn the methods, materials, hand and power tools, and equipment used in performing semi-skilled work in underground water and sewer distribution collection pipeline installation, maintenance, and repair; learn and apply safety procedures related to the work; follow oral and simple written directions; learn to read meters, pipeline drawings, maps and specifications; perform simple arithmetic calculations; work cooperatively as a crew member; establish and maintain effective working relationships.

Certificates, Licenses, Registrations:

Must possess a Tennessee driver's license and have a satisfactory driving record. Appointment to this position may require an unrestricted Tennessee Commercial Class A or B driver's license upon request. Ideal candidates would possess a State of Tennessee Grade II Water Distribution and/or a Grade II Collections license.

Physical Demands:

Must be willing to work outside under varying climatic conditions. Must possess physical characteristics to perform critical job duties, including the ability to lift and carry tools and equipment weighing up to 90 lbs. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. 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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.