

CREW LEADER WATER DISTRIBUTION

GENERAL STATEMENT OF DUTIES

Assist the Superintendent with primary responsibility for installation and maintenance of the water distribution system.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

SUPERVISION RECEIVED

Works under the supervision of the Superintendent.

SUPERVISION EXERCISED

Supervises Distribution Operators, Service Maintenance Workers, field crews and part-time employees.

Responsible for the safe actions of supervised employees and insuring the safe condition and performance of supervised tools, equipment and operations.

JOB DUTIES

- All duties of a Distribution Operator position.
- Plans, organize, direct, and perform operational and maintenance work related to the distribution system.
- Assigns and supervise employees for the maintenance of the distribution system.
- Maintains records of maintenance, repairs and time.
- Trains new employees and operators.
- Initiates purchase orders as required, including preparing inventories of parts and supplies.
- Reports operational and maintenance problems, needs, and concerns to the Superintendent for required action.
- Insures operations are conducted in accordance with local, state , and federal law, standard operating procedures, accepted industry practice, and general or special instructions from the Division Superintendent or Department Head.

- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Five years related experience, two of which should have been in a supervisory position. Satisfactory completion of seminars, workshops, and training courses as required by regulatory agencies and the Superintendent. Must have a telephone where one can be reached for call-outs and emergencies.

Must be able to develop long term and short term work plans and to effectively supervise and motivate employees.

UNUSUAL OR SPECIAL WORKING CONDITIONS

Required to work in severe weather conditions and possible hazardous traffic conditions.

Minor to significant levels of physically demanding effort.

Responds to call-outs in times of emergency or other times of need.

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Class B Commercial Driver's License with Tanker and Air Brake endorsement.
- Class II Water Distribution Certification.

=====

Paygrade: OMEC Contract
F.L.S.A. Rating: Non-Exempt

Classification: Provisional
Civil Service Rating: Classified -
Non-competitive

Approved by Civil Service Commission December 13, 1995