



## JOB DESCRIPTION

### Street and Water Crew Leader

Date Prepared: March 2014

Class Code: 7325

**SUMMARY:** Under general supervision, provides work direction to water and street crews as part of field operations.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Inspects and monitors work sites to ensure work crews are performing work in a safe manner; inspects and monitors traffic control methods for compliance to standards; verifies safety equipment is available and in use.
- Assists the foreman with assigning and scheduling daily work and future projects.
- Advises and assists sewer work crews in sewer cleaning and maintenance operations; performs troubleshooting and unplugging sewers; performs storm drain maintenance; conducts flow studies, confined space entry and repairs.
- Assists the Health Department with spills and illegal discharge investigations.
- Works with City engineers regarding street and water improvements projects and the scheduling of new jobs.
- Prepares time sheets, work reports, and other records and reports; records all completed work orders.
- Operates heavy equipment as part of work projects.
- Performs standby and on-call duties as assigned; responds to after-hours emergencies as needed.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High school diploma or equivalent; AND five years of experience, including two years of supervisory or lead experience in maintenance operations complemented with related coursework.

##### Knowledge of:

- City organization, operations, policies, and procedures.
- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of water and sewer drain construction.
- City infra-structure and boundaries.
- Concrete and asphalt construction, maintenance and repair.
- Regulatory requirements for the operation, maintenance, and repair of water utilities.
- Principles and practices of public works maintenance operations.
- Principles and practices of project management.
- Principles and practices of strategic planning.

- Customer service standards and protocols.

**Skill in:**

- Directing the work of subordinate staff.
- Defining problems, establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Operating heavy motorized equipment and vehicles.
- Using power and hand tools.
- Building effective teams and providing efficient customer services.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with managers, supervisors, staff, vendors, suppliers, utilities, contractors and the general public.
- Operating a personal computer and various software applications.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

California Water Treatment Operator Grade I.

California Water Distribution Operator Grade II.

Possession of a valid California Class B Commercial Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office and outdoor work environment. May be required to lift and carry up to 60 pounds. May be required to climb ladders. May be exposed to dangerous machinery and extreme weather conditions,