

WATER/WASTEWATER MAINTENANCE CREW LEADER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising a crew in the performance of semi-skilled tasks in the installation, maintenance, and repair of a municipal water distribution system and/or wastewater collection system. A Water/Wastewater Maintenance Crew Leader is a lead and participate position. General supervision is received from the Director of Operations, Water/Wastewater Maintenance Supervisor, or Deputy Executive Director. Supervision is exercised over subordinate employees. A Water/Wastewater Maintenance Crew leader does related work as assigned.

TYPICAL WORK ACTIVITIES:

Receives work orders from supervisor indicating problem and location;
Assembles tools and materials necessary to accomplish the task;
Completes necessary forms to indicate job performed, inventory used to complete job, and time charged for crew;
Supervises and participates in the installation, maintenance, and repair of water and sewer lines, and related water and wastewater system components such as lift stations, pumps, motors, valves, manholes, generators, and other equipment;
May supervise and participate in the repair and maintenance of other water and wastewater mechanical and electrical equipment;
Supervises and makes service taps and installs new service lines on water and sewer mains;
Maintains work related records and reports;
Supervises and participates in the operation of motor and other equipment related to the installation, maintenance, and repair of water distribution and wastewater collection systems including back hoes, mini excavator, trucks, vacuum truck, air compressors, drills and lathes, sewer cameras, power tools, and locating devices;
Performs leak detection analysis on all components of water system by methods of survey, listening devices, monitoring meter equipment, and measuring devices quantify flow;
Performs system and hydrant flow studies, metered consumption studies, pressure studies, and pressure reducing study;
Performs smoke testing studies, manhole inspections, and sewer inspections, including private property inspections, and maintains work related records and reports as part of the Authority's sewer preventative maintenance program and infiltration/inflow (I/I) reduction program;
Advises supervisor on work performance of assigned group and completes performance evaluation forms;
May work various hours and respond to after-hour emergency requests as required; and
Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the maintenance and service practices utilized in a water distribution system and wastewater collection system; good knowledge of the tools and terminology as they relate to the operation of a water distribution system and wastewater collection system; good knowledge of the preventative measures taken to eliminate work associated accidents; good knowledge of traffic control and safety practices for a construction zone; working knowledge of OSHA excavation safety procedures; working knowledge of methods and principles of supervision; skill in the use of hand and power tools; ability to understand and follow written and oral directions; ability to communicate effectively both orally and in writing; ability to identify and mitigate existing and predictable unsanitary, hazardous, or dangerous working conditions; ability to keep records and make reports; ability to maintain good working relationships; ability to train crewmembers in the various water/wastewater maintenance tasks; ability to supervise the work of others; ability to layout and plan the work for self and others, to

ensure maximum efficiency; ability to read and interpret blueprint plans and maps as they relate to a water/wastewater distribution system; ability to stand for long periods of time; ability to stoop, bend, and kneel; ability to perform activities and a variety of environments, temperatures, and weather conditions; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Applicants must meet all requirements in order to be approved for examination and/or appointment:

Qualification Option #	1
Training/Education	<input type="checkbox"/> Possession of a high school diploma or a high school equivalency diploma.
General experience	Combined four (4) years of full-time, paid experience in: <ul style="list-style-type: none"> <input type="checkbox"/> The maintenance and/or construction of a water distribution system and/or wastewater collection system; AND/OR <input type="checkbox"/> General facilities and/or related work that included the testing, maintenance, and/or construction of a water distribution system and/or wastewater collection system.
Supervisory experience	<input type="checkbox"/> None required.
License/ Certification	<ul style="list-style-type: none"> <input type="checkbox"/> Possession of a valid New York State commercial driver's license, with appropriate endorsements, for the vehicle being operated; AND <input type="checkbox"/> Must possess a New York State grade C and D Water Operator Certification at the time of appointment or obtain same within 18 months of appointment.
Other requirements	<input type="checkbox"/> See Special Qualifications below.

Part-time service will be given prorated credit toward experience requirements.

SPECIAL QUALIFICATIONS:

- 1.) Appropriate licensure, with necessary endorsements, must be maintained throughout employment.
- 2.) Appropriate certification must be maintained throughout employment.
- 3.) A driving record evidencing safe and responsible vehicle operation is required.
- 4.) Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

NOTE: The appointing authority is responsible for verifying the appointee's education, work experience, driving record, licensure, and certification at appointment and throughout employment.

Water/Wastewater Maintenance Crew Leader – C in all divisions

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