

Storm Water Maintenance Crew Lead

DEPT: Public Works
DIV: Storm Water
DATE: March 2022

FLSA: Non-Exempt
EEOC: Skilled Craft



POSITION SUMMARY

Performs a variety of **field supervisory and journey level skilled duties** related to the construction, installation, maintenance and repair of city storm water system and drainages.

SUPERVISION RECEIVED

Works under the general supervision of an assigned Storm Water Supervisor.

SUPERVISION EXERCISED

Provides Lead Worker supervision to Storm Water Maintenance Operator(s) III, II and I while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Field Supervision: performs as project foreman; receives assignments from the supervisor; delegates work assignments; oversees work quality and assures timely completion of assigned projects; helps conduct employee performance evaluations; determines needed materials and equipment; radios in needs and coordinates efforts with other department divisions; makes field decisions as needed to remedy problems and emergencies; manages interactions with public; conducts field training as needed to enhance crew efficiency and effectiveness.

Monitors equipment and inventory needs; follows established procedures to order and purchase replacement materials and equipment.

Orients, instructs, and trains employees in the proper operation and maintenance of a variety of equipment and in proper safety procedures; oversees the installation and maintenance of city drainages and construction projects.

Operates engineering transit as needed to shoot grades and conduct various aspects of field survey duties; assures elevations, slope, etc. are set according to engineering specifications.

Responds to emergency calls twenty-four hours a day; assists to determine necessary personnel and materials needed to resolve problems; assists to maintain daily records of all work performed.

Operates specialized heavy equipment such as single & tandem axle dump trucks, road graders, cats/bull dozers, front-end loaders, backhoe, bucket trucks, snowplows, street sweepers, CCTV van, and other similar equipment in the construction, maintenance and repair of various Storm Water Division projects and sites.

Operates light equipment such as chainsaws, hedgers, rollers, chippers, cement mixers, pick-ups, tractors, forklifts, spreaders, and various hand and power tools as needed.

Transports and deposits various construction materials such as sand, salt, gravel, dirt, etc.; storm drain cleaning, repair and construction, snow and ice control, street sweeping, debris collection, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school; plus, one (1) year of specialized training directly related to above duties provided through professional workshops, in-service courses, or college;

AND

B. Three (3) years of progressively responsible experience in a field directly related to above duties.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of drawings and specifications, grades, machinery, materials, and methods of constructing roads, bridges, drainage systems, culverts, ditches, etc.; basic principles of supervision and employee motivation; safety standards related to drainage and storm system construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with storm water construction, maintenance and personnel management; civil engineering standards related to storm water system construction and drainage; right-of-way laws and ordinances; basic computer operations and various software applications.

Skill in the operation of heavy mechanized equipment as required by the position. Cooperate problem solving.

Ability to operate heavy equipment of various kinds under varying conditions; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment.

3. Special Qualifications:

Must possess a class IV Water Collections Operator (unrestricted) certification.

Must possess a valid commercial driver's license.

Must be willing to work on-call duty and 24-hour standby.

4. Work Environment:

Employees in this position normally work in an outdoor environment, subject to changing and seasonal weather extremes. Frequently, tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting; daily potential for hazardous exposure to electrical shock, industrial wastes and raw sewage (containing pathogens such as typhoid, paratyphoid, dysentery, polio, tetanus, etc.); daily exposure to moving parts and equipment such as pumps, motors, heavy equipment, etc.; daily or regular exposure to traffic hazards working in the public right-of-way; daily or regular exposure to hazards associated with confined space operations. Talking, hearing, and seeing essential to performing required job functions. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)