

## Utility Crew Chief

### **JOB SUMMARY**

This job is located in the Utilities Division of the Public Works Department with The City of Choctaw, and is under the direction of an immediate supervisor. Employees of this classification perform work of a specialized nature, involving skills and knowledge acquired prior to assuming the position. **Essential job functions include:** supervising a crew of laborers responsible for the maintenance and repair of the City's water distribution system and sewer collection system. The incumbent has full responsibility for vehicles and equipment on the job, work performed by the crew, and the safety of the crew, including the enforcement of safety regulations and procedures regarding manpower and equipment usage. Equipment operation may consist of operating flatbed trucks, dump trucks, tandem trucks, backhoes and front-end loaders. The Utility Crew Chief must use sound judgment regarding public safety when the crew is working in and around traffic. The work often includes contact with the public, outside utility agencies, and other departmental personnel. Upon receipt of written or oral instruction the Utility Crew Chief transports workers and equipment to the job site. Work assignments are given in both oral and written form depending on the work situation. The employee will complete work orders, safety reports, and other work related activity reports on a daily basis. The work products are reviewed through customer satisfaction, daily reports and periodic inspection by a supervisor.

### **JOB REQUIREMENTS**

- Knowledge of and ability to follow safe working procedures and practices.
- Knowledge of and skill in operating heavy equipment used in the construction industry.
- Knowledge of and skill in using tools used in the maintenance of a water distribution system and the wastewater collection system.
- Knowledge of excavation standards and skill in applying such standards to the work performed.
- Knowledge of specifications and functions of water mains and fire hydrants.
- Ability to follow both oral and written instructions.
- Ability to supervise a crew and to assume responsibility for the work product as well as equipment and materials used.
- Possession of at least a valid Class B Commercial Driver License.
- Possession of a Class D Water Certification or a Class D Wastewater Certification given preference, but applicant will be required to obtain each one. One within the first 6 months the other certification within the next 6 months.

### **WORKING CONDITIONS**

- Outside, continually exposed to heat, cold, humidity, rain, etc.
- Constant contact with water at work site.
- Subject to working near or around slippery surfaces.
- Will work in and next to dig ups, trenches and manholes that are below ground level which are subject to cave in.
- Subject to working in enclosed confined or cramped spaces.
- Subject to working near or around traffic, moving equipment and machinery.
- Exposed to pronounced strain or vibrations, high concentrations of dust, and intermittent or continued loud noises when operating equipment such as concrete saws, jackhammers, backhoes, etc.
- Exposed to moderate amounts of silica dust from cement when using jackhammers or concrete saws.
- Exposed to allergy-causing agents such as bee or wasp stings, poison oak, ivy and sumac, etc.
- Occasional exposure to chemical irritants when flushing water lines with water and chlorine powder.
- Occasionally exposed to electrical hazards.
- Occasionally required to work overtime, including weekends, holidays, etc.
- Local travel on a daily basis.

### **PHYSICAL REQUIREMENTS**

- Strength enough to lift, push, and pull objects weighing up to 100 pounds (with or without mechanical assistance) and up to 240 pounds (with mechanical assistance) such as manhole covers, cement bags, jackhammers and sections of pipe.
- Stamina enough to exert oneself physically throughout the work day.
- Extent flexibility enough to bend, twist or reach out when performing duties in confined, cramped, awkward, or strained positions.
- Mobility enough to continuously move oneself from place to place.
- Balance enough to stand on water or sewer lines, etc.
- Manual dexterity enough to make coordinated movements with the hands and arms while using hand tools, power tools and when operating a backhoe.
- Finger dexterity enough to twist nuts on bolts, etc.
- Vision enough to observe and differentiate between other utilities.
- Vision enough to observe objects such as oncoming traffic.
- Hearing enough to locate equipment malfunction and to distinguish location of traffic.
- Speech enough to communicate in person by phone or by two-way radio.

## **EVALUATION CRITERIA**

### **-Difficulty**

This job entails a variety of critically sequenced operations frequently performed under emergency conditions. Employees must follow established safety procedures, and be knowledgeable and skillful within their respective functional area (water or wastewater). Since emergencies result in the interruption of services to citizens, work must be performed with speed and accuracy. The incumbent must be able to work with minimal supervision while supervising a crew assigned to accomplish specific tasks. In addition, the employee has full responsibility for the operation of equipment and the maintenance of materials. Variables encountered are both concrete and abstract in nature. A supervisor is usually available in person or by radio to respond to unusual situations.

### **-Interpersonal Relations**

The employee has continual contact with a crew to coordinate work assignments and to assist workers in carrying out the required tasks. Occasional contact is made with citizens, outside agencies, and other departmental personnel to arrange for completion of the job or to ask questions and explain job procedures concerning work performed.

### **-Supervision Given and Received**

The incumbents supervise the work of a crew. Supervision consists of making decisions concerning work assignments and procedures and the safety of the crew members and equipment.

Work assignments are given in both oral and written form depending on the work situation. The employee will complete work orders, safety reports, and other work related activity reports on a daily basis. The work products are reviewed through regular inspections by the supervisor and/or review of daily activity reports completed by the employee.

### **-Other Duties and Responsibilities**

This is a summary of the duties and responsibilities commonly found within this classification. It is not meant to be all inclusive; thus, other related activities or tasks may be assigned.