
Resolution: 020926-F

Job Title: Construction Services Crew Leader

Department/Division: Water Division

Reports To: Construction Services Manager

Direct Reports: Field Service Technicians and Facility Maintenance Technician

Salary Class/Salary Grade: Classified/Grade 19

Employment Status/FLSA: Full-time Regular/Non-exempt

GENERAL DESCRIPTION:

This position leads a crew engaged in meter change outs, work orders, and other special projects as assigned, in and around the City of Alabaster, Alabama.

ESSENTIAL JOB DUTIES:

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

- Rotates on call to respond to after-hours work orders and/or emergencies. Assists the on-call technician when needed
- Leads crews and participates in the installation, repair and replacement of water mains and service lines in accordance with Board standards
- Leads crews and participates in the tapping of water mains for the installation of water services, meters and fire hydrants, inspects water meters for leaks and makes necessary repairs
- Leads crews and participates in repairing cuts in pavement, meets with utility companies concerning the location of water mains, ensures lines are marked and photographs are taken before and after project completion. Calls in line locates and verifies utilities are located prior to excavating a site
- Installs barricades at work sites and assigns a flagman when necessary to ensure the safety of the employees and the general public
- Responsible for completing preventive maintenance of all equipment and vehicles used in performance of job duties
- Operates and trains others on the proper operation of tapping machines, pipe saws, jackhammers, trenchers, road boring machines, back hoes, and other manual and motorized equipment
- Drives service truck or equipment to and from work site. Operates backhoe or other equipment required to complete assigned work

- Investigates customer complaints and resolves situations where possible
- Responsible for keeping the assigned vehicle clean, organized and properly stocked to perform daily assignments
- Acts as lead to assist plumbers and contractors in locating water mains and service lines and takes precaution to avoid damage to existing utilities
- May perform welding and minor repairs to vehicles or equipment
- Directs and participates in cleanup of the work area and equipment upon project completion. This includes timely completion of all yard repairs on a customer's property
- Collects and transports water samples for testing.
- Assures that crews adhere to the Water Board's Safety Program by actively reviewing job site for proper use of PPE (safety glasses, hearing protection, safety vests, gloves, etc.), and ensures proper signage and flagging when appropriate
- Trains and mentors subordinate employees
- Regular & predictable attendance is a required essential function of the position based on department established work schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Board standard specifications, ADEM regulations, occupational hazards, safety protocols, materials, equipment, processes, and techniques used in the operation and maintenance of water systems
- Ability to efficiently prioritize and direct the activities of work crews
- Ability to operate and train subordinate employees on the efficient and safe operations of required equipment, including, but not limited to, backhoes, tractors, mini excavators, dump trucks and other heavy equipment as needed
- Ability to recognize and develop potential through coaching and mentoring employees
- Ability to communicate clearly and concisely orally and in writing
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective relationships with coworkers, customers, contractors, and vendors; representing Alabaster Water Board in a professional manner
- Knowledge of basic computer functions

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Must possess at minimum a Grade II Water Certification from the Alabama Department of Environmental Management (ADEM)
- Must be able to speak, read and write English
- Must possess the ability to proficiently and safely operate a vactron, sump pump, haul a trailer, and use various hand tools
- Must possess a current, valid Alabama Driver's License; Class A CDL preferred

The physical activities required for this position involve: Frequent sitting, using hands, talking, and hearing; occasional standing, walking, reaching with hands and arms, stooping, and kneeling. Ability to walk, stand, bend, kneel, and stoop for prolonged periods of time.

This position requires lifting: Up to 50 pounds

This position has the following special vision requirements: Ability to read information both in print and electronically.

ENVIRONMENTAL WORKING CONDITIONS: The following physical conditions and hazards may be encountered while working in this position: weather, uneven surfaces

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Immediate Supervisor

Date

Department Head

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.

Employee

Date