

CITY OF BIG BEAR LAKE

WASTEWATER SYSTEMS CREW LEADER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, leads, reviews, and performs work activities and duties assigned to the Public Works crews involved in the installation, repair and maintenance of wastewater systems; assumes responsibility for the more difficult and complex tasks; schedules crew duties and work assignments; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Systems Crew Leader** is the lead class responsible for a wide variety activities related to the installation, maintenance and repair of City wastewater collections systems. Incumbents lead and assist in the supervision of crews, and inspect and review work methods, performance and quality. This classification is distinguished from the next lower classification of Wastewater Maintenance Worker II by the difficulty and complexity of assignments and the performance of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Public Works Supervisor. Leads and provides training for assigned personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, reviews and performs the work of staff responsible for the operation, construction, maintenance, and repair of wastewater pumps, lift stations, mains, laterals, telemetry and related appurtenances and equipment.
- Develops and implements crew assignments; inspects and reviews work methods, performance and quality of work performed; conducts safety and training meetings; provides input and recommendations on employee evaluations; assumes responsibility for the more difficult and complex tasks.
- Recommends service levels to the Supervisor in the long and short term planning of construction and modification projects; performs field observations to ensure compliance with department policies, practices and City ordinances; assists in the design of wastewater collections systems projects; maintains maintenance and construction files.
- Directs the maintenance and inventory of materials, supplies and equipment required for effective operations; assists in the purchase of new equipment.

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- Operates and oversees the operation of equipment and/or machinery, including trucks, vectors, CCTV, backhoes, power tools and equipment; ensures adherence to safe work methods, procedures and practices; inspects division equipment and ensures compliance with department practices.
- Inspects tie-ins to the system and other construction projects.
- Responds to questions, concerns and emergency calls from the general public; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department policies, rules, regulations and City ordinances, establishes and maintains a customer service orientation within the work unit.
- Operates equipment in snow plowing, berm reduction, cindering and other snow removal activities.
- Assists in setting up and removal of traffic controls, banners, equipment and furniture for special events.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents perform manual labor at high altitude. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, snow, hot and cold. The incumbent may use chemicals and lubricants, which may expose the employee to fumes, dust and air contaminants. Incumbents may be exposed to mechanical, electrical and biological hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Systems Crew Leader**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in the maintenance, repair and operation of wastewater collections systems, and a high school diploma or equivalent.

License/Certificate:

Possession of a valid class A California drivers license with endorsement and a Grade II Collection Certificate issued by the State of California is preferred.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of wastewater collections systems; operational and maintenance characteristics of different types of vehicles, equipment and tools used in wastewater construction, repair and maintenance; methods and techniques of leading, training and motivating assigned crews; principles and practice of MDDS regulations; proper methods of traffic control and delineation; basic principles of mathematics; record keeping; occupational hazards and standard safety practices.

Ability to:

Lead and perform a wide variety of public works construction and maintenance activities related to the City's wastewater collections systems; operate a variety of vehicles, CCTV, vactor trucks, snow plows, tools and equipment used the construction and maintenance of wastewater systems; perform journey level work in assigned area; estimate time and materials for completion of projects; read and interpret blueprints, work sketches and specialized maps; prepare work records and routine reports; perform heavy manual labor; plan, organize and lead the work of subordinate staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of equipment, tools and vehicles used in construction, maintenance and repair activities.