

TITLE: UTILITY OPERATIONS SHIFT CREW LEADER

CODE: 35318

GENERAL DESCRIPTION:

This is responsible utility operations crew leader work involving response to systems emergencies on afternoon and night shifts with the assistance of a crew.

Work involves responsibility for resolving utility systems emergencies on assigned shifts and for the work assigned crews. Duties include investigating and repairing or securing water leaks and other emergencies, and overseeing crew members. This position also has the responsibility for making difficult systems emergency technical decisions. This work requires that the employee have considerable knowledge, skill and ability in systems emergency response methods.

SUPERVISION RECEIVED:

Works under the general supervision of the Utility Operations Shift Supervisor.

EXAMPLES OF DUTIES:

Investigates water and sewer leaks and other customer calls for service and repairs or secures conditions found. Removes and replaces smaller water meters.

Assigns, oversees and corrects the work of a small crew in emergency systems response operations.

Fills out forms on completed work assignments.

Demonstrates work procedures. Cites work rules violations. Assures safe work practices.

Coordinates activities on a short-term basis to assure personnel, materials and equipment necessary for assignments.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of systems emergency response methods, equipment and materials.

Some knowledge of public administration principles and practices as applied to crew operations reporting.

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Good ability to communicate orally and to lead a work crew; some writing ability.

Good ability to make operational decisions within established procedures and to complete routine forms.

Good ability to oversee the activities of an assigned work crew.

Considerable ability to establish and maintain effective working relationships with coworkers, contractors, customers, and the general public.

QUALIFICATIONS:

A high school diploma or the equivalent plus four years of progressively responsible utility maintenance experience including at least some experience in a lead capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.