



CITY OF ALACHUA

JOB DESCRIPTION

DISTRIBUTION / COLLECTION CREW LEADER

- DEPARTMENT:** Public Services: Distribution/Collection Division
- REPORTS TO:** Distribution/Collection Supervisor
- SUPERVISES:** Distribution/Collection Technician, Distribution/Collection Technician Apprentice
- FLSA:** Nonexempt

GENERAL DESCRIPTION:

Advanced technical and supervisory work directing employees engaged in water/wastewater construction and maintenance activities. Works under the supervision of the Distribution/Collection Supervisor.

ESSENTIAL JOB FUNCTIONS:

1. Supervises installation, maintenance and repair of water mains, wastewater collection systems and appurtenances.
2. Estimates material and equipment needs.
3. Assists in planning and coordination of work for subordinates.
4. Helps to maintain records of labor and materials.
5. Contacts public in areas where crews and equipment are working. Arranges for machinery and employees to enter private property when necessary. Explains nature of work being performed to property owners.
6. Insures that safety precautions for crews and public are enforced.
7. Oversees emergency and large-scale repair projects. Inspects materials, equipment, and supplies.
8. Inspects materials, equipment, and supplies.
9. Insures all equipment is in good working order and that it receives routine and major maintenance.
10. Conducts new construction inspections.
11. Assists in the training of personnel.
12. Prepares various records and reports.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of materials, methods and equipment used in water distribution and wastewater collection system construction. Thorough knowledge of municipal water/wastewater systems, including location and size of mains, hydrants, valves and backflow prevention devices. Knowledge of occupational hazards and accident prevention methods in assigned area of responsibility. Ability to train and instruct personnel. Ability to work effectively with coworkers and the general public. Ability to troubleshoot mechanical and electrical equipment. Ability to work unscheduled and emergency overtime. Must comply with safety training requirements established for position.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Three (3) years progressively responsible experience in construction and maintenance of water/wastewater systems, including one (1) year supervisory experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Valid State of Florida Class “B” Commercial Driver’s License with Airbrake Endorsement is required. A Class “A” is preferred. Valid State of Florida Water Distribution Level II license or greater is required. A valid Florida Water Pollution Control Operators Association Class “B” Wastewater Collection certificate and State of Florida Backflow Tester certificate are preferred. Completion of Intermediate Level - Maintenance of Traffic Training Course.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Heavy (45 pounds and over) lifting and carrying.
- Climbing.
- Depth perception.
- Distinguish colors.
- Walking.
- Smelling.
- Driving.

ENVIRONMENTAL CONDITIONS:

- Works indoors.
- Works outdoors in various weather conditions with: noise, chemicals, electrical energy or radiant energy, odors.
- Slippery surfaces.
- Uneven surfaces.
- Vibrations.
- Heights up to 30 feet.
- (Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature