



## **CITY OF JASPER**

### **JOB DESCRIPTION**

#### **A. IDENTIFICATION INFORMATION**

1. **Job Title: WATER SUPPLY CREW LEADER/EQUIPMENT OPERATOR I or II**
2. **Department: Water Supply**                      **Division: N/A**
3. **FLSA Classification: Non-Exempt**              **Pay Grade: 37K – 40K**

#### **B. INTRODUCTORY STATEMENT**

This position is responsible for overseeing and performing work within a crew of personnel engaged in installing, maintaining, repairing, servicing, enlarging and relocating water and sewer lines.

#### **C. ESSENTIAL JOB FUNCTIONS**

1. Coordinates the work of an assigned crew; prioritizes tasks and makes daily work assignments.
2. Installs, maintains and repairs water mains and service connections.
3. Installs, flushes and repairs fire hydrants.
4. Taps water mains.
5. Investigates customer complaints.
6. Installs tapping sleeves, valves and curb boxes.
7. Operates and repairs water pumps.
8. Performs asphalt repairs; patches holes and landscapes work areas upon completion of repairs or installation.
9. Assists in the maintenance of department tools and equipment.
10. Maintains and repairs city facilities and properties, as assigned.
11. May operate pumps, valves, motors and related machinery and equipment in water and sewer treatment facilities, under direct supervision.
12. May regulate and adjust chemicals in treatment plant facilities, under direct supervision.
13. Uses computer applications or other automated systems in performing work assignments.
14. Performs other related duties as assigned.

#### **D. JOB FACTOR SPECIFICATIONS**

1. Job Requirements
  - a. Knowledge Skills and Abilities
    1. Knowledge of the techniques, equipment and procedures used in the installation, maintenance and repair of a water distribution system.
    2. Knowledge of relevant laws and city ordinances.
    3. Knowledge of city and department policies and procedures.

4. Knowledge of the geography of the city, including street names and locations.
  5. Knowledge of supervisory principles and practices.
  6. Skill in the operation and management of a variety of equipment and vehicles.
  7. Skill in the operation and repair of pumps, valves and related mechanical and electrical equipment.
  8. Skill in directing, organizing and supervising work.
  9. Skill in problem solving.
  10. Skill in interpersonal relations.
  11. Skill in oral and written communication.
2. Responsibility
    - a. This position has functional supervision over assigned personnel.
  3. Personal Work Relationships
    - a. Contacts are typically with co-workers, vendors, suppliers, other city employees, and the general public.
    - b. Contacts are typically to exchange information, motivate persons, resolve problems and provide services.
  4. Physical Effort and Work Environment
    - a. The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools and equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes the sense of smell.
    - b. The work is typically performed outdoors, sometimes in cold and inclement weather. The employee is exposed to noise, dust, dirt, grease and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, hard hats, etc.
  5. Guidelines
    - a. Guidelines include city and department policies and procedures, safety regulations, operation manuals, relevant state laws and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.
  6. Complexity and Scope of Work
    - a. The work consists of related supervisory and maintenance duties. Heavy traffic and inclement weather contribute to the complexity of the work.
    - b. The purpose of this position is to supervise and participate in the maintenance of water and sewer lines. Successful performance contributes to a safe and well-maintained water and sewer distribution system.
  7. Minimum Qualifications
    - a. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

- b. Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

8. Supervisory Controls

- a. The Water/Waste Water Director assigns work in terms of general instructions. The Director spot-checks completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

**E. APPROVAL SIGNATURES**

**I have read and understand the attached job description for the position of Water Supply Crew Leader with the City of Jasper.**

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Employee (print)

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Employee (signature)

Date

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Department Head (print)

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Department Head (signature)

Date

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City Manager (print)

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City Manager (signature)

Date