



## Water Distribution Crew Leader

### Water System Distribution

WSD/3-815

#### JOB SUMMARY

This position is responsible for supervising a crew of personnel in the maintenance and repair of the water distribution system.

#### MAJOR DUTIES

1. Supervises an assigned crew of personnel; assigns duties; coordinates projects with Assistant Distribution Manager.
2. Operates heavy equipment, including backhoe, trencher, ditch witch, boring machines, tapping machines, and dump trucks.
3. Installs, repairs, or replaces water meters.
4. Installs new water mains and repairs broken or damaged water mains.
5. Repairs, rebuilds, and replaces fire hydrants.
6. Tests backflow prevention assemblies as certified; installs, repairs, or replaces assemblies.
7. Landscapes worksites after project completion.
8. Replaces or relocates old service lines.
9. Performs the duties of a Water Distribution Maintenance Worker as required.
10. Responds to after-hours emergencies.
11. Inspects and flushes hydrants.
12. Hand delivers Boil Water advisories and rescind notices.
13. Collects bacteria samples for analysis.
14. Assists in locating and marking water mains and service lines.
15. Meets with customers regarding questions and complaints.
16. Performs other related duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of water system distribution installation, repair, and maintenance procedures.
2. Knowledge of the location of water mains, valves, fire hydrants, and services.
3. Knowledge of county policies and procedures.
4. Skill in oral and written communication.
5. Skill in the operation of heavy equipment.
6. Skill in planning and meeting deadlines.
7. Skill in the supervision of personnel.

#### SUPERVISORY CONTROLS

The Water System Assistant Distribution Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include backflow prevention guidelines, OSHA guidelines, traffic control procedures, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and system maintenance duties. The variety of residents and situations encountered add to the complexity of the position.

- The purpose of this position is to supervise and participate in the repair and maintenance of the water distribution system. Success in this position contributes to the efficiency of Water System operations.

## **CONTACTS**

- Contacts are typically with co-workers, customers, developers, builders, contractors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is performed while intermittently sitting, standing, stooping, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather. The work requires the use of masks, goggles, and gloves.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over a crew of assigned personnel.

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.
- Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.
- Possession of or ability to readily obtain an appropriate state-certified water distribution operator's certification.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- 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 experience or service.
- 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.