JOB OVERVIEW

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Utility Crew Leader</th>
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<tbody>
<tr>
<td>Department</td>
<td>Public Works</td>
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<tr>
<td>Location</td>
<td>601 W Hickman</td>
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<td>Reports To</td>
<td>Public Works Operations Manager</td>
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<tr>
<td>FLSA Category</td>
<td>Non-Exempt</td>
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<tr>
<td>EEOC Category</td>
<td>Service and Maintenance</td>
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<tr>
<td>Pay Group</td>
<td>22</td>
</tr>
<tr>
<td>Pay Range</td>
<td>$45,011 - $65,250</td>
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GENERAL JOB DESCRIPTION

To supervise and assist crew in repairing and laying water and sewer lines. Ensures that crew follows established safety and operating procedures at job sites. Identifies and repairs water leaks and sewer main plugs. Troubleshoots and repairs meters, motors, and pumps and performs routine inspections and maintenance at plants and stations. Routinely operates equipment such as backhoes, dump trucks, wastewater line cleaning and inspection equipment as required for routine and emergency operation and repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Leads, plans, trains, and reviews the work of an assigned crew responsible for providing maintenance services for water distribution and wastewater collection systems.

Plans, directs, and participates in the maintenance of water distribution and wastewater collection systems.

Train assigned employees in their areas of work in water distribution and wastewater collection systems maintenance methods and techniques and in the assembling and use of equipment.

Evaluates, repairs, and replaces water and sewer stations for maintain proper functioning.

Oversees the use of and operates a variety of tools and equipment including trucks, backhoes, ditch witches, water pumps, air compressors, pipe locators, cutting torches and saws.

Performs general maintenance duties including refueling, changing oil, and lubricating parts; makes minor adjustments as necessary.
Flushes dead-end fire hydrants monthly as required by State regulations.
Records and maintains accurate pumping information related to monthly state and federal reporting.
Inspects and controls infiltration problems related to the sewer system.

Performs preventative maintenance and repair of sewer mains.
Installs television camera equipment in sewer mains for monitoring.
Repairs sanitary sewer manholes as needed.
Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
Remains on-call to respond to emergency situations for repair of utilities systems and various related problems.
Maintains records related to water utility operations and maintenance; prepares logs for daily projects.
Collects meter readings; prepares meter tickets as necessary.
Verifies operation of and reads commercial and residential meters; tests meters for accuracy; replaces obsolete meters as necessary.
Installs and maintains meters and related equipment as requested.
Operates underground television camera equipment to perform duties related to inspection of sanitary sewer systems.
Ensures the adherence to safe work practices and procedures.
Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.
Estimates time, materials, and equipment required for jobs assigned; requisition materials as required.
Perform all other duties as assigned.

EDUCATION & EXPERIENCE

High School Diploma or GED
Two (2) years of experience in water distribution or wastewater collection systems, including six months of backhoe operation experience, or an equivalent combination of education, training, and experience.

LICENSES & CERTIFICATES

Must have a valid CDL Class B license with no restrictions or must be able to obtain one within first six (6) months of employment.
Water Systems Operator License, Class C
Wastewater Collection System Operator License, Class II
Knowledge of:

Operations, services, and activities of a comprehensive utilities program.

Methods, techniques, tools, equipment, and materials used in the installation maintenance and repair of utilities systems.

Occupational hazards and standard safety precautions necessary in the work performed.

Preventive maintenance and inspection methods.

Basic principles of record keeping and reporting.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office procedures, methods, and computer equipment.

Read field maps, as-builts and street maps.

Skill in:

Leading and participating in water distribution and wastewater collection maintenance services.

Troubleshooting and problem solving related to utilities systems activities.

Maintaining and repairing utilities systems.

Ability to:

Work on-call.

Lead, organize and review the work of water maintenance staff in water distribution and wastewater collection operations.

Independently perform the most difficult water distribution and wastewater collection maintenance activities.

Interpret, explain, and enforce department policies and procedures within assigned crew.

Troubleshoot problem situations related to water distribution activities.

Analyze, assess, and resolve problem situations.

Perform assigned work in accordance with appropriate safety practices and regulations.

Read blueprints and drawings.

Perform responsible and difficult work involving the use of independent judgment and personal initiative.
Interpret and apply departmental policies and procedures.

Maintain accurate and up-to-date records.

Deal tactfully with the public.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.