



TITLE: Sewer Crew Supervisor
PG: GP
DEPARTMENT: Public Utilities – Water/Sewer
REPORTS TO: Utility General Supervisor – Water/Sewer
REVISION DATE: JULY 2022

PURPOSE OF POSITION:

The purpose of this position is to perform skilled work in the installation, construction, repair and maintenance of sanitary sewer lines/water lines and appurtenances. Supervision will be exercised over subordinate personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists with the coordination, oversight, and supervision of the work performed by utility crews involved in the installation, maintenance, or repair of water/sanitary sewer facilities; ensuring the best use of manpower, supplies and equipment as directed.
2. Assists with the scheduling and oversight of utility crew work projects and assigns men and equipment.
3. Installing water and sanitary sewer connections and changeovers; inspecting and sealing lines; repairing and maintaining utility lines; operating equipment.
4. Responds to emergencies involving the water distribution and/or sanitary sewer collection system.
5. Makes water and sanitary sewer taps and service connections.
6. Repairs and replaces sanitary sewer and water lines and related facilities.
7. Clears blockages of sanitary sewer lines with high pressure flusher.
8. Assists with pumping station and treatment plant maintenance.
9. Operates trucks, tractors, loaders, and mechanical equipment in connection with the above tasks.
10. Locates and inspects underground utilities for construction and/or repair.
11. Assists with the coordination of outside contractors.
12. Maintains records and detailed reports.
13. Runs errands, picks up supplies and materials.
14. May be required to work overtime and/or be on call; and be able to respond to emergencies within a reasonable time.
15. Regular and predictable attendance.
16. Ability to work in a cooperative manner with others.
17. Performs related tasks as required.

Note: Assignment of function will be dictated by the Division each Crew Supervisor works for. Not all essential functions apply to all divisions.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED.
- Associates Degree or Bachelor's degree in a related field preferred.
- Two (2) years' recent and related work experience in the maintenance, repair, or construction of water/sanitary sewer systems, or an equivalent combination of education, experience, and training.
- Previous supervisory/leadership experience preferred.
- Must have a valid driver's license.

SPECIAL REQUIREMENTS:

- Crew Supervisor - Water must hold a current Grade II Distribution System Operator certificate.
- Crew Supervisor – Sanitary Sewer must hold a current Grade II Wastewater Collection System Operator certificate.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the tools, materials and equipment used in the installation, replacement, maintenance, and repair of water/sanitary sewer lines and related appurtenances.
- Thorough knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair, and replacement of water/sanitary sewer lines and appurtenances.
- Thorough knowledge of the hazards and safety precautions used when working with water/sanitary sewer lines and related appurtenances.
- General knowledge in the use of common hand and power tools; some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Ability to operate back-hoe and other medium construction equipment.
- Ability to prepare detailed plans and reports.
- Ability to multitask and prioritize requests and projects.
- Ability to work under tight time frames to meet target dates.
- Ability to take control of situations in a responsible manner.
- Ability to plan, organize, manage, direct, and evaluate the work of subordinate employees.
- Ability to perform manual and skilled labor for extended periods, often under unfavorable weather conditions.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, department heads, and other governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Physical activities include climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

WORK ENVIRONMENT:

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, fumes, airborne particles, moving parts of machinery and extreme weather conditions both hot and cold, including wetness and humidity. Risk of electric shock. Work is generally outdoors.

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In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.