

TOWN OF CANTON, NORTH CAROLINA

CLASS DESCRIPTION

CLASS TITLE: DISTRIBUTION AND COLLECTIONS CREW LEADER

Department: Public Works
Reporting To: Water and Sewer Superintendent
Direct Reports: None
FLSA Status: Non-Exempt
Last Updated On: November, 2015

GENERAL DESCRIPTION OF CLASS:

Under general supervision, directs and participates in the work of maintenance and repair for the Town's water and sewer system; performs related work as required.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and supervises crews engaged in a variety of work associated with providing water distribution and sewer collection services to Town citizens, including the installation, maintenance, and repair of water and sewer lines, hydrants, meters and valves, and pumping stations.
- Evaluates the work of subordinates for completeness and accuracy; makes recommendations as appropriate; offers advice and assistance as needed.
- Recommends disciplinary action to correct employee performance issues.
- Leads the field work of maintenance crews.
- Estimates time, personnel, materials, equipment, and related project costs; coordinates the use of available equipment, materials and staff to obtain maximum productivity and efficiency.
- Surveys job sites prior to instructing crews on large or more difficult projects.
- Ensures that crews have all necessary equipment and supplies; ensures all equipment is in good working order and used properly.
- Makes inspections of work during and after job completion.
- Trains operators in use of all tools and equipment.
- Assists in locating waterline valves and sewer manholes and connections that have been covered.
- Checks field complaints; notifies customers of service interruptions.
- Receives and responds to inquiries, concerns, complaints, and requests for assistance from customers and the general public regarding areas of responsibility.
- Performs as a skilled equipment operator.
- Operates light to heavy construction equipment, tractor trailer truck, and other specialized equipment.
- Cross trains to learn additional skills within the department as needed.
- Assists in ensuring department compliance with applicable federal, state and local laws and regulations.
- Serves on call 24 hours per day to ensure uninterrupted service for customers.
- Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong knowledge of the practices used and equipment required in the operation and maintenance of a municipal distribution and collection system.
- Strong supervisory skills including conflict resolution and professional development.
- Ability to operate a personal computers including Microsoft Office suite.
- Strong knowledge of the maintenance requirements and repair methods relating to water and sanitary sewer lines.
- Considerable knowledge of layout of Town streets and water and sewer lines.
- Thorough knowledge of the hazards and applicable OSHA regulations involved in water and sewer line repair and maintenance.
- Ability to plan, coordinate, and supervise the work of subordinate personnel.
- Ability to solve technical problems.
- Ability to train subordinate personnel.
- Ability to establish and maintain effective working relationships with officials, employees, and the public.
- Ability to drive team work and create a supportive work environment.
- Strong understanding of water and sewer plant operations.
- Strong reasoning and problem-solving skills.

EDUCATION AND EXPERIENCE REQUIRED:

- High School diploma or GED and three (3) years of progressive experience in public water and wastewater, plumbing, or related field.

SPECIAL REQUIREMENTS:

- Valid Class B Commercial Driver's License.
- North Carolina Distribution system license.
- North Carolina Collection system license.
- Backflow and Cross Connection license.
- OSHA 10-hour certification.
- OSHA Competent Person certification.
- NCDOT flagging certification.

WORKING CONDITIONS:

- The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, and explosives.
- Majority of work is performed outside of with exposure to unpleasant environmental conditions and/or hazards.
- Frequent physical effort is required.

ADA COMPLIANCE

The Town of Canton is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Physical Requirements:

- Must be able to perform medium heavy work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.
- Requires standing, walking, fingering, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Must be able to perform basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping and repetitive motion.
- The job requires normal visual acuity, depth perception and field of vision, hearing and speaking abilities, color perception, odor perception.
- Must possess visual acuity to use measurement devices; to assemble parts at distances close to the eyes, to operate hand, motorized and heavy equipment and trucks as well as for safety and quality of work issues, and to determine the accuracy, neatness and thoroughness of work assigned.