



# CITY OF HOT SPRINGS, ARKANSAS

## Job Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.*

### Crew Leader

Department	<b>Wastewater/Lift Stations</b>
Pay Grade	<b>12</b>
FLSA Status	<b>Non-Exempt</b>
Safety Sensitive	<b>Yes</b>

### JOB SUMMARY

The Wastewater Lift Stations Crew Leader supervises and performs work leading a crew of skilled and unskilled workers in activities related to sewer lift pump stations.

### ESSENTIAL JOB FUNCTIONS

- Supervises and directs the activities of a small group of skilled and unskilled workers and staff including job priorities and work assignments.
- Participates in applicant interviews, employee selection, evaluations, disciplinary actions, and complaint resolution.
- Participates in the training and development of employees.
- Ensures use of personal protective equipment and safety practices including traffic control, trench safety, confined space safety, and electrical safety.
- Schedules, coordinates, and provides field supervision of staff involved in maintenance and construction activities.
- Orders construction and maintenance materials and supplies.
- Completes daily and weekly work orders.
- Maintains records.
- Diagnoses problems and recommends repairs, replacement, and/or maintenance of pump stations, including control panels and emergency generators.
- As necessary, performs crew work, including the operation of all types of motorized equipment; may operate equipment during training or emergency situations.
- Answers questions and provides information to the public.
- Investigates complaints and recommends corrective actions as necessary.
- Assists Lift Stations Manager in the preparation of reports.
- Available 24/7 for emergency response to major system failures.
- Performs on-call duties as assigned.

- Works overtime when required per needs of the department.
- May assist in other departments as needed.
- Performs any other related duties as required or assigned.

**Supervision Received:**

Works under the general supervision of an administrative superior. Reports to the Lift Stations Manager.

**Supervision Exercised:**

Exercises close to general supervision over assigned personnel performing related work.

**QUALIFICATIONS****Education and Experience:**

High school diploma or equivalent, three (3) years of experience as in utilities construction or maintenance; or any equivalent combination of education and experience.

**Licenses or Certifications:**

Valid Class B Arkansas Commercial Driver's License with a tanker endorsement and a clean driving record. Employees who do not have a Class B Commercial Driver's license will start at a pay grade 11 and will have 1 year to obtain a Commercial Driver's License

Class II Wastewater Collection License or Class 1 Wastewater Treatment License required, or the ability to obtain one within one (1) year of hire.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of construction and maintenance of centrifugal pumps, control circuits, and force mains.
- Working knowledge of basic electrical and plumbing methods.
- Working knowledge of volt/ohm meters.
- Working knowledge of street names and locations, both in the City and County.
- Ability to lift heavy motors weighing 125 pounds or more.
- Ability to operate specialized equipment (e.g., septic tank truck, dump truck, etc.).
- Ability to operate backhoes, trucks, trailers, and other construction equipment and machinery.
- Ability to communicate effectively with the general public.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to understand and follow complex verbal and written instructions.
- Ability to organize and supervise the work of others.
- Ability to perform manual labor tasks in wet locations and under varying weather conditions.

**PHYSICAL/MENTAL DEMANDS**

Frequently stands, walks, talks and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, crawls, climbs or balances; specific vision requirements include close, color, distance, peripheral, depth perception and the ability to adjust focus; occasionally required to lift up to 125 pounds.

**WORK ENVIRONMENT**

The noise level in the work environment is usually very loud; exposed to outdoor weather conditions, fumes or airborne particles, toxic or caustic chemicals and wet, humid conditions and extreme heat (non-weather); works in high precarious places and near moving mechanical parts; at risk for electrical shock and/or vibration.

**EMPLOYEE ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

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Employee Signature

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Date

*The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.*

*The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.*