



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Crew Leader – Stormwater
DEPARTMENT: Public Works
REPORTS TO: Stormwater Supervisor

LAST UPDATED: 02/01/2017
JOB CLASS:
FLSA DESIGNATION: Non-Exempt

Summary: Under general supervision of the Stormwater Supervisor, leads assigned crew members and participates in the technical construction, installation, repair and maintenance of City assets to reduce stormwater pollution to the maximum extent practicable. Responsible for input of work activities in compliance with documentation required by the state. Operates and provides instruction in the operation of a variety of light and heavy equipment, hand and power tools. Supervises assigned department staff.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Supervises and participates in the technical construction, installation, repair and maintenance of City Stormwater assets such as creeks, stormwater inlets, drainage flumes, drainage ditches and bridge culverts.
- Oversees the inspection of City owned stormwater controls. This includes an assessment and documentation of the condition and the effectiveness of these controls.
- Issues work orders and assignments, equipment, tools, materials and supplies necessary to complete work projects.
- Inspects, directs and oversees the maintenance and repair of assigned vehicles, equipment, and tools.
- Evaluates each job site and ensures appropriate safety best management practices and SOPs have been implemented prior to starting work.
- Instructs crew members in placement of traffic warning signs, cones, and barricades.
- Provides on-the-job training instruction or recommends training to new crewmembers.
- Cleans work sites and restores landscaping to original condition upon completion of all projects assigned to.
- Oversees and provides direction to contractors on job sites.
- Oversees the detection of buried utility lines when Equipment Operators are digging.
- Monitors the shoring of trenches and confined workspaces.
- Conducts weekly safety meetings.

Other Important Duties:

- Provides backup assistance, on-call coverage and support to other City departments as assigned.
- Collect water samples and conduct water quality tests.
- Travels to job sites and to attend meetings, conferences and training.
- Provides support and assistance to other departments as assigned.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of stormwater/ MS4 maintenance, repair, and construction methods and practices.
- Knowledge of occupational safety and health rules, regulations, practices and procedures.
- Knowledge of supervisory methods and practices.

- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in planning and coordinating work site activities.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.
- Skill in operating all equipment necessary for any project stormwater department may be required to complete.
- Skill in operating our Cityworks, and GPS hand held units.
- Familiar with the task of performing Inlet, creeks, culverts, and outfall inspections. Along with the documentation of work needed and or performed as well.
- Knowledge of stream characteristics and illicit discharges
- Knowledge of MS4 best management practices inspection, repair, and maintenance practices and procedures.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., and two (2) years Stormwater maintenance and construction experience; or equivalent combination of education and experience.
- Must pass pre-employment drug screen, physical agility, criminal background and MVR check.
- May be required to obtain certifications and licensure specific to area of assignment within six (6) months of date of employment.
- Must possess State of Texas class "A" CDL Driver's License within three months of hire.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a construction site environment.
- May be subject to exposure to extreme temperature conditions, confined spaces, trenches, hazardous chemicals, fumes, air and water borne pathogens and infectious diseases.

Physical Demands

- This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	

Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	X
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

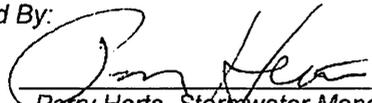
(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	X
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

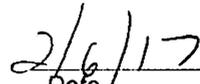
Equipment and Tools Utilized:

- Equipment utilized includes heavy and light equipment, including concrete saws, backhoe's, skid steer loaders, graders, rollers, vacuum trucks, sewer jet machines, amphibious vehicle, street sweeper, mini-excavator, water trucks and hand and power tools and department vehicles.

Approved By:



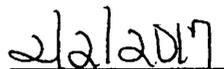
 Perry Harts, Stormwater Manager



 Date



 Shannon Allyn, HR Generalist



 Date