

Village of Shorewood Crew Leader - Utilities Job Description

JOB TITLE: Crew Leader - Utilities

DATE: 1-25-19

REPORTS TO: Utilities Supervisor

DEPT: Public Works - Utilities

Annual Salary Range: \$ 57,266.90 - 75,359.33

JOB SUMMARY

This is a highly responsible position requiring an I.E.P.A. Class B water operator's license. A person in this position is responsible for the maintenance and operation of the village's water system, sanitary collection system and supervision of other utility employees. This position derives its authority to act from the Utilities Supervisor. Receives general supervision from the Utilities Supervisor; provides lead direction to assigned utility staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex utility system maintenance and repair work; and performs related work as required.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Assure that operations are in compliance with State and Federal regulations
- Complete all necessary monthly reports for IEPA and other regulatory agencies
- Enforce provisions of water and sewer ordinances
- Provide support service to the building inspector by inspection of newly installed water and sewer lines
- Keep and maintain records showing pumping rates, daily consumption and flow readings, flushing of system
- Responsible for departmental personnel records, scheduling of vacations and submission of time sheets
- Assist with the coordination of infrastructure improvements with Village officials, consulting engineers, etc.
- Maintain and repair well pumps, distribution system, and hydrants
- Coordinates safety program for the department and provides necessary training for staff
- Monthly water and collection system samples
- Knowledge of sewer systems, cleaning, repairs and troubleshooting
- Scada System and monthly reports
- Repairs of various pipework and plumbing
- Investigates and responds to citizen questions and complaints
- Install outside meter reading devices
- Read meters to allow billing for service
- Snow Plowing

MARGINAL JOB FUNCTIONS

- Maintenance, operation, repair and construction of the village's infrastructure
- Maintains village buildings including and remodeling involving light construction work
- Tree trimming and chain saw work
- Operate backhoe, trencher, small tractor, crane truck, sewer combination truck, mowers
- As needed plows snow utilizing truck operated plowing and deicing equipment
- Performs preventative maintenance on all vehicles, tractors and power tools
- Repairs water system leaks
- Clean office and shop area
- Other related duties as deemed necessary or as required

QUALIFICATIONS

Must be a certified Class B water operator. Requires high school diploma and three to five years progressively responsible experience in public works operations, with one year experience preferred in supervisory or management position or an equivalent combination of education, training and experience.

Other required qualifications include:

- Ability to keep good, neat and accurate records
- Ability to read technical language, construction drawings and maps
- Ability to communicate well and in a positive manner with other village departments is a must
- Ability to meet with and converse with contractors
- Ability to communicate both orally and in writing
- Must possess a valid Illinois Commercial Driver's License, Class B
- Incumbent will be required to work an on-call rotation schedule
- May be required to work overtime if needed

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

While performing the duties of this job, the employee is required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

_____ Employee Name (Please Print)	_____ Date
_____ Employee Signature	_____ Date
_____ Supervisor's Signature	_____ Date
_____ Village Administrator's Signature	_____ Date