

City of Fort Worth, Texas Job Description

Classification Title	Utility Line Crew Leader		
Job Code:	ST5560	Job Family:	Technical/Para-Professional
Pay Grade	510	Date Reviewed:	12/4/23
FLSA Status	Nonexempt	Date Revised:	10/24/2024

GENERAL SUMMARY

Performs a variety of technical duties and manual labor tasks in the operation and maintenance of the city's water distribution or wastewater collection systems. Ensures work quality and adherence to established policies and procedures. Performs the more technical and complex tasks relative to assigned area of responsibility. Provides training and supervision of assigned employees.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Prioritizes, assigns, leads, reviews and participates in the work of subordinate employees.
2. Provides assistance to supervisory and management staff; perform data analysis, report preparation and necessary correspondence to outside sections, divisions, contractors and other City departments.
3. Review, evaluate and provide feedback on a variety of construction documents, including project submittals, drawings and plans.
4. Troubleshoots problems and complaints and provides customer service to residents, contractors, engineers and development personnel.
5. Utilize a variety of complex equipment and monitoring techniques to locate lines, investigate issues and determine cause of problems.
6. Performs administrative duties by completing a variety of City specific forms, surveys, reports, work orders, requisitions; answering calls and emails.
7. Monitors and evaluates quality, responsiveness, efficiency and effectiveness of assigned field operations methods and procedures.
8. Performs more technical and complex tasks of the work unit including inspecting field operations equipment and recommending needed repairs.
9. Participates in personnel training and works with subordinate personnel to correct deficiencies. Implement discipline procedures.

10. Prepare analytical and statistical reports on operations and activities.
11. Participates in monitoring work area to ensure a safe working environment.
Follows safety guidelines established by the assigned department.
12. Performs other duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Technical equipment.
 - Sampling procedures.
 - Safety procedures.
 - Federal, State, City and local regulations.
 - City specific software.
 - Distribution and collection systems.
 - Microsoft Office
 - Data entry systems such as the work order management system
 - Principles of training and monitoring lower level staff.
- **Skill in:**
 - Map reading.
 - Customer Service.
 - Basic Math.
 - Planning and prioritizing.
 - Observation and decision-making.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Analyze problems and identify solutions.
 - Evaluate employee performance.
 - Read and interpret blueprints and drawings.
 - Manage multi-craft projects.
 - Plan and manage employee development.
 - Assists in the development of goals, objectives and procedures.
 - Estimate material and labor costs.
 - Establish and maintain effective working relationships.
 - Interact with contractors, engineers and inspectors.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and four years of water/wastewater utilities experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

When assigned to Water Department / Field Operations Division:

Minimum Texas Commission on Environmental Quality (TCEQ) Class C Water Distribution Operator license will be required at time of hire.

When assigned to Water Department / Field Operations Division, Wastewater Collection System Maintenance or Wastewater Preventive Maintenance:

Minimum Texas Commission on Environmental Quality (TCEQ) Type II Wastewater Collection System Operator license will be required at time of hire.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.