

City of Fort Worth, Texas

Job Description

Classification Title	Water Field Operations Crewleader		
Job Code:	ST5590	Job Family:	Service Trades
Pay Grade	510	Date Reviewed:	12/7/23
FLSA Status	Nonexempt	Date Revised:	10/24/2024

GENERAL SUMMARY

Provides operational oversight and direction for utility crews performing installation, maintenance, repair, and upkeep duties for water and wastewater assets. Ensures work quality and adherence to established policies and procedures. Performs technical and complex tasks related to assigned area of responsibility within the utility.

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 responsible for construction, maintenance, and repair of water and wastewater assets.
2. Ensures proper installation, operation, maintenance, and repair of water mains, wastewater mains, valves, manholes, vaults, hydrants, pumps, taps, and other related water and wastewater assets vital to the distribution and collection systems.
3. Investigates and inspects distribution and collection systems for leaks, breaks, and malfunctions.
4. Provides on-the-job safety training and role-based technical training to ensure compliance with regulatory standards. Explains, communicates, and demonstrates proper, safe, efficient, and effective work standards.
5. Compiles operational information and drafts reports and paperwork related to daily and routine operations.
6. Maintains a safe and compliant work environment. Ensures effective integration of multiple role-based crews, employees, and functions which include the use of hand tools, small machinery, advanced technology, and heavy equipment.
7. Responds to various emergencies impacting the effective and safe operation of the distribution and collection systems.
8. Performs other related duties as required.
9. 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:**
 - Water and Wastewater systems and associated equipment and assets.
 - Data entry systems such as the work order management system.
 - Materials, methods and techniques commonly used in the maintenance, repair or operational activities related to the water distribution and wastewater collection systems.
 - Occupational hazards and standard safety precautions.
 - Principles of training and monitoring lower level staff.
 - Pertinent federal, state and local laws, codes and regulations.
 - Proper use and application of equipment, tools, and materials associated with the distribution and collection systems.
- **Skill in:**
 - Making sound decisions.
 - Monitoring assigned activities.
 - Prioritizing work.
 - Using good judgment.
 - Using a work order management system.
 - Coordinating work activities with multiple specialties.
 - Math and industry related calculations
 - Map reading
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Analyze problems and identify solutions.
 - Read and interpret drawings and blueprints.
 - Establish and maintain effective working relationships.
 - Coach and guide employees in technical skill development.
 - Interpret and explain pertinent federal, state, and local laws, codes, and regulations.
 - Perform math calculations.
 - Maintain record keeping and work logs.
 - Respond to emergencies during nights, weekends, and holidays.
 - Identify occupational hazards and apply appropriate safety precautions.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and four years of responsible water and/or wastewater experience performing construction, maintenance, repair, or operational activities.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Possession of, or ability to obtain, an appropriate valid Texas Commercial Driver's License (CDL -A).

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.