

City of St. Charles Position Description  ST. CHARLES SINCE 1834	Position Title	Crew Leader - Sanitary Sewer		
	Department	Public Works	Division	Sanitary Sewer
	Full/Part Time	Full Time	Section	
	Reports to	-Wastewater Division Manager -Assistant Division Manager – Sanitary Sewer	Union	Teamsters
	FLSA Status	Non-Exempt	Positions Supervised	-Sanitary Sewer Laborer/Operator(s) -Seasonal Employee(s) -Outside Contractor(s)
		Salary Grade	3	



Position Description Overview

This position, under general supervision of the Assistant Division Manager and/or Division Manager, is responsible for performing a variety of skilled and semi-skilled tasks, primarily in the operation of excavation equipment and related tools and machinery. This position also performs a variety of manual, semi-skilled and skilled tasks, including but not limited to, the construction, maintenance, and repair of the City's sanitary sewer collection systems. This position is a working crew leader position. The Crew Leader - Sanitary Sewer, provides field supervision of a crew in the completion of projects. This position may be asked to become acting Assistant Division Manager when the need arises.

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific

1. Supervise, as a working crew leader, Laborer/Operators and seasonal employees engaged in the repair and maintenance of the City's sanitary sewer collection systems while using a wide variety of manual and powered equipment including: backhoe, end loader, bobcat, excavator, and sewer cleaning equipment (such as a vactor), shovels, power saws, chipper, compressors, snipers, pumps, tampers, rakes, jackhammers, etc. Ensure that work rules, safety rules, and OSHA/IDOL and IEPA regulations are followed. Submit reports, order materials as directed by the Sewer Division Manager/Assistant Division Manager. Coordinate activities with other divisions.
2. Excavate and repair sanitary sewers using jackhammers, picks, shovels, and other related equipment.
3. Perform various tasks such as shoveling gravel, sand and stone. Drive one or more of a variety of vehicles on a daily basis. Receive and provide training in the care and operation of vehicles and

- equipment used.
4. Maintain and inspect sanitary distribution system using sewer jet, vacuum trucks, TV inspection units, and other related items. Repair sanitary lines when blockage occurs. Inspect and maintain trunk sewer lines, manholes, river/creek basins, and other related areas; restore yards and fences; and replace or repair catch basins, culverts, retaining walls, and broken/damaged sewer pipes.
 5. Respond to emergency situations such as snow and ice removal, street and sanitary sewer flooding locations etc. and support other City departments/divisions in the abatement of emergency situations.
 6. Assist training sewer employees on procedures and equipment operation.

Additional Job Functions	
<i>Standard</i>	
<ol style="list-style-type: none"> 1. Contribute to a positive group environment by: <ul style="list-style-type: none"> • Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources. • Participating in proactive team efforts to achieve departmental and City-wide goals; • Assisting other co-workers on special projects as required; and • Providing leadership to others through example and by sharing knowledge and skills. 2. Perform other duties as required or assigned. 	
<i>Position-Specific</i>	
<ol style="list-style-type: none"> 1. Perform work related to citywide programs such as snow and ice removal and other duties as required or assigned. 2. This position may be assigned to work in the Public Services or Wastewater Division as needed. 	

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<i>Standard</i> N/A
	<i>Position-Specific</i> <ol style="list-style-type: none"> 1. Extensive knowledge of all applicable safety procedures and precautions. 2. Extensive knowledge of sewer maintenance and repair methods, procedures, and techniques. 3. Extensive knowledge of the operation and maintenance of all pertinent machinery, equipment, and tools.
Skills	<i>Standard</i> N/A
	<i>Position-Specific</i> <ol style="list-style-type: none"> 1. Effective interpersonal and communication skills for interaction with elected and appointed officials, co-workers, agencies, other governmental units, and

	<p>the public.</p> <ol style="list-style-type: none"> 2. Fundamental mathematical skills to report amounts of material used, miles driven, hours worked, and materials needed, etc. 3. Basic computer skills such as Microsoft Word, Microsoft Excel, Lotus Notes, Win/Cam, and GIS Precision Maps.
<p>Abilities</p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Ability to maintain primary residency within the following boundaries within six (6) months of employment: commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road. 2. Possession of a valid CDL class driver’s license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Ability to effectively follow directions provided by the supervisor, using job knowledge to make field adjustments as required to effectively complete the assigned tasks. 2. Ability to oversee, monitor, and participate in assigned work. Train and lead crew to appropriate desired level. 3. Ability to work in confined spaces, as narrow as thirty-six (36) inches in diameter. 4. Ability to learn the geographic region of the City. 5. Ability to understand and follow verbal and written instructions and to prepare written records and reports, including but not limited to daily reports and project summaries. 6. Ability to smell sewer gases, Nicor problems and other hazardous odors. 7. Ability and willingness to respond to emergencies twenty-four (24)-

	<p>hours a day, seven (7) days a week and carry a wireless communication device.</p>
<p>Education & Experience</p>	<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Minimum of five (5) years of experience in the public works and/or construction industry. 3. Minimum of one (1) year of supervisory experience 4. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities. 5. National Incident Management System (NIMS) training as required.
<p>Physical/ Environmental Demands</p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to see close, at a distance, and with a peripheral vision as well as adjust vision focus and distinguish objects and colors. 4. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and /or signals, and calls for help from a co-worker, etc. <p><i>Position-Specific</i></p> <p>Extensive heavy physical activity performing strenuous daily activity at loud to very loud noise levels, in an outdoors environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc., including:</p> <ol style="list-style-type: none"> 1. Physical working conditions which may provide exposure to air contaminants such as dust, fumes, smoke and disagreeable odors. 2. Physical working conditions that may provide exposure to vibration while operating a piece of equipment. 3. Physical working conditions that may provide exposure to low levels of illumination and/or awkward working space. 4. Physical working conditions that may provide exposure to a variety of grades and elevations. 5. Physical working conditions that may require working around energized electrical circuits, natural gas conduits, and other noxious or hazardous substances. 6. Physical working conditions that may include, but are not limited to, active flowing sanitary sewer lines, lift stations, wet wells, etc. 7. Physical working conditions that may require work with MH's/confined space and the use of ventilation, masks, and/or S.C.B.A.

	<ol style="list-style-type: none">8. Physical activity involving sitting, standing, walking, bending, crouching, crawling, climbing, kneeling, pushing, pulling, stepping and stooping.9. Physical activity required for ascending and descending into a manhole.10. Physical activity involving lifting, carrying, moving, and replacing heavy objects and using heavy tools or equipment weighing up to 100 pounds, such as manhole covers and other cast iron products, cement products, jackhammers, etc.11. Physical activity involving lifting, moving, and replacing heavy objects and using heavy tools or equipment weighing up to 100 pounds, such as manhole covers and other cast iron products, cement products, jackhammers, etc.
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Revised 6/9/2015

Position Description Acknowledgement

Position Title

Crew Leader – Sanitary Sewer

Revised/Updated

6/9/15

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date