

## **UTILITIES MECHANIC CREW LEADER**

### **MAJOR FUNCTION**

This position involves training of subordinates in all maintenance and repair of water/wastewater transmission, distributions and collections systems. Involves working closely with the Utilities Construction Supervisor and Operations Superintendent to maintain productivity and safety standards. This position also provides training to new and existing personnel.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Have skilled knowledge in electrical testing equipment. Participate in meetings and conferences as needed and assist the Supervisor(s) in activities with the community and regulatory agencies.
- Assists in the preparation of the budget, and help with developing the departments short and long term goals, objectives, and strategies to meet the demands of the water/wastewater systems.
- In the absence of or as directed by Supervisor, plans and schedules personnel and projects to be completed. Oversees and assists with assigned tasks.
- Orders materials, parts and supplies necessary for assigned projects/work orders; maintains proper usage, efficiency and consumption records.
- Implements and insures adherence to established safety procedures and requirements.
- Communicates closely with Supervisor in the construction and installation of water/wastewater lines to prioritize and meet the needs of the Utilities Department.
- Assists in the design and writing of specifications for expansion. Assists in planning and scheduling construction projects.
- Performs troubleshooting on lift stations and makes necessary repairs. Cleans and maintains machinery, performing any greasing or flushing necessary.
- Perform repairs on check valves, electrical repairs, piping and pumps.
- Collects data regarding lift station use; records and maintains record of pump efficiency consumption.
- Maintains records of repairs and preventive maintenance and inputs data into the computer.
- Tests, maintains, repairs, and flushes hydrants in order to ensure continued and optimal operational capacity.

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- Reads and interprets blue prints, sketches, diagrams and related documentation outlining the distribution and collections system.
- Maintains knowledge of established safety precautions and procedures on water line breaks and sewer repairs.
- Works a rotating twenty-four hour, seven-day on-call shift for emergency coverage.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Performs other tasks as assigned.
- Assist in preparing routine reports.
- Assist in locating water and sewer lines.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

### **SUPERVISION**

Officially designated as a lead worker over one or more employees. Provides continual work guidance, review of work product, and resolution of work problems. May provide some input regarding job performance.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience**

High school diploma or general education degree (GED) and five years progressively knowledgeable and skilled experience and/or training in public utilities construction, maintenance and repair; or an equivalent combination of education and experience.

#### **Licenses**

Valid Florida Driver License/B-CDL, or must acquire a B-CDL License within one year. Must possess valid Florida Department of Environmental Protection Water Distribution System Operator Level I License.

Lift Stations Crew Leader must possess valid Florida Department of Environmental Protection Water Distribution System Operator Level III License.

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### **Certifications**

Confined Space Entry.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Problem Solving Abilities**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.

### **Specialized Skills and Abilities**

- Ability to read blue prints, understand and interpret construction drawings and specifications. Knowledge of the functions and servicing requirements of pump/mechanical equipment, machinery, and electrical panels.
- Knowledge of water/wastewater system construction methods, equipment and materials.
- Knowledge of and ability to use electrical test equipment such as volt/amp meters and megger OHM meter.

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- Ability to inspect machinery and mechanical equipment in operation and to detect flaws and defects in operations and perform the necessary repairs.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machinery and Equipment**

In order to complete the tasks of this position, the employee will be required to operate specialized equipment such as boring tools, mainline jetter, video camera, rigid sewer cutter, safety equipment for confined space entry, generators. Also, skilled in the use of welding equipment, centrifugal and diaphragm pumps, water/wastewater tools, tractor and bush-hog, chain/chop saw, lawn equipment, various electrical testing equipment and boom truck.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to sit; will regularly be required to climb or balance, and lift up to fifty pounds; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, taste or smell. Vision requirements are color and peripheral vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to high precarious places, fumes or airborne particles, explosives, and vibration; will regularly be exposed to wet or humid conditions, moving mechanical parts, extreme heat, risk of electrical shock, and risk of radiation; and will frequently be required to work in outdoor weather conditions. The typical noise level is loud.

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