

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Sewer Repair Working Leader</u>
Sch & Grade	<u>CTL-8</u>
Class Code	<u>GC17</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Maintenance</u>

PRIMARY PURPOSE:

To supervise and participate in the work of a crew responsible for performing construction and repairs of the City sewer system.

SUPERVISION:

Under the general supervision of the Collection System Supervisor; directs the work of assigned crew members.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises and participates in the repair and construction of sewer mains and manholes for the City sewer system including finishing concrete in manhole floors and sewer encasements.
2. Assures the utilization of appropriate safety equipment and procedures for both personnel and equipment used in repair and construction of sewer lines, including those in deep excavation.
3. Instructs crew members in safety methods and work procedures.
4. Performs prompt and efficient repair of pressure lines to minimize environmental damage.
5. Plans and recommends equipment, materials and manpower required for individual repair jobs.
6. Completes field reports and assists in maintaining records of repair activities which may include utilizing computer applications.
7. Meets public, investigates complaints and provides information as required.
8. Operates hand held and truck radios as well as a variety of repair equipment such as dump trucks, compressors, hydraulic chain pipe cutters, gas powered jack hammers, etc.
9. Reads and interprets wye and section maps as well as blueprints.
10. Drives trucks to different work sites as required.
11. Removes manhole covers to gain access to waterways and sewers.

IMPORTANT FUNCTIONS:

1. Maintains equipment and tools through proper care and maintenance.
2. Operates a backhoe as required.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of safe methods and techniques as well as proper equipment utilized to conduct sewer repair and/or construction.

Abilities

Supervise and participate in sewer construction and repair activity in a manner consistent with safety principles; prepare and maintain legible and accurate records of repair activities; organize individual repair jobs; effectively utilize and operate sewer construction/repair equipment and tools; read and interpret wye and section maps, blueprints, etc.; learn basic computer operation; follow oral and written instructions; communicate effectively verbally and in writing; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

A minimum of two years of experience in the repair and/or construction of sewer systems. Previous experience or familiarity in the operation of a backhoe is desirable.

Physical Requirements

Performs bending, squatting, twisting, kneeling, and reaching to both ground level and overhead; lifts and carries up to 90 pounds; pushes and pulls up to 130 pounds; holds and grips objects; climb and crawl in and out of manholes as well as waterways; distinguish colors to interpret dye test results. Subject to working in awkward positions and standing for long periods of time.

Working Environment

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical, hydraulic, and electrical hazards associated with equipment; subject to exposure to smoke, strong odors, sewer gases and chemical hazards; subject to constant and possibly extreme noise as well as other hazards associated with working in and around traffic; possible exposure to disease through contact with sewage. Must be able to work in a confined space with possible poor lighting and ventilation.

Licensing/Certification

Must possess a valid Class "A" Commercial Driver's License (CDL) with air brakes endorsement.

Miscellaneous Requirements

Subject to emergency call-in. Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws.

Last Revision:	February 16, 2012	GENERAL ORDINANCE NO. 3421
Comments:	Updated Abilities	Date: June 27, 1983

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____