



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Crew Supervisor (Utility Field Crew Supervisor)	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Utilities Superintendent	GRADE/RANK: Grade 14
	FLSA/ESSENTIAL STATUS: Non-exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Position schedules, supervises, performs, and inspects difficult skilled maintenance and construction work for installing and repairing water and sewer lines and appurtenances. Position schedules, supervises, performs, and inspects recurring preventative maintenance (RPM) activities on water and sewer lines and appurtenances. Position schedules, supervises, operates, and maintains heavy, medium, and light duty equipment as required in the maintenance, repair, and construction of water and sewer lines and appurtenances.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Supervises, directs, prioritizes, assigns, and performs work requirements and activities for utility field crews (comprised of skilled, semi-skilled, and unskilled workers) in the maintenance, repair, and construction of water and sewer lines and appurtenances;

- Ensures timely and complete communication on all activities with Utility Operations Engineer and/or Superintendent;
- Ensures and maintains a safe work environment utilizing safety equipment and implementing safety standards;
- Provides direction, training, and technical assistance to subordinate crew members;
- Ensures compliance with all safety and environmental laws/regulations including OSHA, City, and Departmental policies;
- Schedules and conducts regular environmental and safety training sessions for crews on work practices and equipment;
- Attends regularly scheduled supervisor environmental and safety committee meetings;
- Ensures all maintenance, repair, and construction work is performed and completed to City specifications for all water and sewer lines and appurtenances and for restoration of utility division street cuts in preparation of patching by the street division;
- Trains and serves as Competent Person, when required, for all work site activities;
- Makes, prioritizes, and adjusts work assignments to address staffing, operational, and supply needs;
- Provides and maintains a positive attitude in all interactions with the public, citizens, customers, and all City staff;
- Works with customers, contractors, and developers to ensure the quality and timeliness of all work activities and requirements;
- Follows the City personnel disciplinary policy for counseling employees and reports more serious offenses to the Utility Operations Engineer, Superintendent, or Director;
- Performs manual labor and operates heavy, medium, and light duty equipment and power tools including but not limited to backhoe, combination jet/vacuum truck, sewer jet, vacuum excavating equipment, dump truck, TV inspection truck and equipment, boom truck, loader, large tapping machine, small tapping machine, hole auger, rock breaker, flow monitoring equipment, large air compressor, small air compressor, utility line locating equipment, leak correlating equipment, valve maintenance equipment, quickie saw, impact wrench, jack hammer, plate tamper, trench dewatering pump, bypass pump equipment, emergency generator, smoke test machine, and confined space equipment;
- Ensures all equipment and vehicles are clean, serviceable, and maintained;
- Tracks inventories of parts, equipment, and supplies, and notifies and assists in procurement of needed parts, equipment, and supplies when quantities are low and additional quantities are needed.
- Performs and inspects all maintenance, repair, and construction activities, including RPM activities for all water and sewer lines and appurtenances;
- Performs pest control and root control in sanitary sewer lines and manholes;
- Reads and uses drawings, maps, and plans for utilities operations;

- Utilizes computer (hardware and software) to execute work and to maintain and update data and records for maintenance, operational, construction, and administrative activities;
- Performs administrative functions including assisting in cost estimating, budget preparation, payroll, purchasing of materials, employee counseling, and conducting performance evaluations;
- Participates in snow and ice removal operations;
- Performs on-call duties for Public Works off-hours emergencies and;
- Performs related tasks as required or as assigned by Utility Operations Engineer, Superintendent, or Director.

KNOWLEDGE, SKILLS AND ABILITIES:

Position requires thorough knowledge, skills, and abilities of various requirements, standards, and practices including, but not limited to, the following:

- Knowledge of municipal utility system maintenance, repair, and construction;
- Knowledge of applicable job-related hazards, health, regulatory, and environmental laws;
- Ability to operate heavy, medium, and light duty equipment and power tools and instruct and train crew in same;
- Ability to prepare reports and utilize computer (software and hardware) in executing required work and maintaining and updating data and records for maintenance, operational, construction, and administrative activities and;
- Ability to supervise and assign work to crews.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Position requires any combination of education and experience equivalent to graduation from high school, trade school, supervisor courses, and extensive experience in semi-skilled maintenance or construction work in utilities, some of which shall have been in a supervisory position.

SPECIAL REQUIREMENTS:

Position requires valid Virginia driver's license, good driving record in accordance with City standards, and possession of CDL Class B license with tanker endorsement. Position is subject to annual driving record review. Position requires ability to work irregular schedules on an as needed basis, including nights, weekends, and holidays. Position is subject to on-call/call back status. Position is subject to pre-employment physical, drug test, driving record review, and criminal background review. Position is subject to random drug and alcohol testing. Position requires the ability to enter confined spaces using SCBA and to work in and around potentially hazardous areas such as utility trenches, vaults, manholes, streets, roads, alleys, easements and areas with untreated sewage.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Position requires physical work including the exertion of up to 50 pounds of force frequently and up to 75 pounds of force occasionally to move and load objects and equipment. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires ability to wear self-contained breathing apparatus (SCBA) equipment in confined spaces. Work is regularly performed in tight or confined areas such as ditches, manholes, and vaults. Work requires frequent repetitive tasks using gross and fine motor skills for hands and feet for operating clutches, levers, knobs, and related controls. Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word. Visual acuity is required for operation of machines, observing surrounding areas, monitoring crew activities, and ensuring safe traffic conditions and work sites. Work is subject to adverse environmental conditions including extreme cold, extreme heat, rain, snow, ice, noise, vibrations, and related hazards.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position supervises approximately 10 full time positions. Position makes job assignments and allocates materials and equipment to assigned utility crew. Position ensures crew compliance with all applicable regulations and requirements including, but not limited to, OSHA, MUTCD, DEQ, DCR, and VDH. Position performs annual evaluation of crew members using City forms.

EXAMPLES OF EXPECTED DECISION MAKING:

Position determines if shoring is required for excavations; decides when to turn water mains on or off in making repairs; considers impact of turning on or off certain water valves; schedules and prioritizes work; assigns manpower, material, and equipment to fit the task and complete work efficiently; reports offenses to the Utility Operations Engineer, Superintendent or Director.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Crew Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019