



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Crew Supervisor (Utility Technical Services 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, and responsible maintenance and construction work for installing, maintaining, and repairing various utility systems including water meters and meter reading equipment, Supervisory Control and Data Acquisition (SCADA) systems and components, mechanical systems and components, electrical systems and components for an 8 MGD water treatment plant and numerous water and sewer pump stations, tanks, vaults, meters, motors, valves, controls, and related appurtenances. Position schedules, supervises, performs, and inspects recurring preventative maintenance (RPM) activities on water and sewer systems.

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 technical service crews (comprised of skilled and semi-skilled workers) in the operation, maintenance, repair, and installation of water meters, SCADA systems, mechanical systems, electrical systems, and related utility controls and components for an 8 MGD water treatment

plant numerous water and sewer pump stations, tanks, vaults, meters, motors, valves, controls, and related appurtenances;

- Supervises, directs, prioritizes, assigns, and performs work requirements and activities for the City's water meter program including, but not limited to meter reading, cut-ons, cutoffs, inspections, installations, removals, testing, problem diagnosis, account reconciliation, repairs, and related service work and conflict resolution;
- Provides direction, training, and technical assistance to subordinate crew members;
- Ensures timely and complete communication on all activities with Utility Operations Engineer, Superintendent, and/or Director;
- Ensures and maintains a safe work environment utilizing safety equipment and implementing safety standards;
- Ensures compliance with all safety and environmental laws/regulations;
- 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 industry standards, manufacturer's requirements, and City specifications for all water and sewer system components and appurtenances;
- Trains water treatment plant staff and co-workers on SCADA monitoring and operations;
- Prioritizes or adjusts work assignments to address staffing, operational, and supply needs;
- Provides and maintains a positive attitude in all interactions with the public, citizens, customers, contractors, vendors, and all City staff;
- Works with staff, customers, contractors, and vendors to ensure the quality and timeliness of all work activities and requirements;
- Responds to emergency situations and customer complaints promptly and courteously;
- 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 medium and light duty equipment, hand tools, power tools, generators, pumps, compressors, line locating and confined space equipment;
- Performs and maintains training certification for testing, maintaining, and repairing backflow prevention devices;
- Operates and maintains training certification for operating booms and cranes;
- Performs routine facilities maintenance activities including cleaning, washing, mowing, trimming, painting, and related tasks for water treatment plant, dams, pump stations, tanks, vaults, and related facilities;
- Ensures all offices, 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;

- 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 employee performance evaluations;
- Assists with recurring preventative maintenance (RPM) activities as required;
- Assists with snow and ice removal as required;
- Performs on-call duties for Public Works off-hours emergencies and;
- Performs other related tasks or duties as required or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

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

- Thorough knowledge of municipal utility system maintenance, repair, and construction;
- Thorough knowledge of SCADA systems, mechanical systems, hydraulic systems, tanks, pumps, motors, actuators, valves, electrical systems, electronic circuitry and controls, and related water and sewer appurtenances;
- Thorough knowledge of basic mechanical, electrical, and plumbing codes and practices including NEC;
- Thorough knowledge of applicable job-related hazards, health, and environmental laws;
- Extensive skill to perform basic electrical and mechanical services on equipment;
- Extensive skill in the use of hand tools and precision instruments;
- Ability to operate medium and light duty equipment and power tools and instruct and train crew in same;
- Ability to read and interpret maps, plans, drawings, sketches, and engineering data;
- Ability to solve routine, unique, and complex problems;
- Ability to provide and follow oral and written instructions;
- 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;
- Ability to provide and maintain professional, positive, and effective working relationship with customers, citizens, contractors, consultants, vendors, co-workers, and City staff;
- Ability to supervise and assign work to crews and;
- Ability to perform manual labor.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Position requires any combination of education and experience equivalent to graduation from high

school and extensive experience in skilled mechanical, hydraulic, electrical, and plumbing operations, maintenance, and construction work in utilities, some of which shall have been in a supervisory position. Experience with SCADA systems is preferred.

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

EXAMPLES OF EXPECTED DECISION MAKING:

Position diagnoses operational problems with pumps or controls and decides upon best method to repair or to replace; 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 – Utility Technical Services 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