

CLASS TITLE:

WWCS CREW CHIEF

Class Code: 02298600
Pay Grade: 18A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for monitoring and supervising the daily activities of a crew of Grade I, II, and III operators in the accomplishment of wastewater collection system duties; to request the assignment and reassignment of personnel among crews and request the use of special tools, equipment and vehicles and where necessary; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior; work is reviewed usually upon completion for satisfactory results; requests for personnel and equipment are made through superior.

SUPERVISION EXERCISED: Monitors, supervises and reviews the work of WWCS operators, as well as other personnel assigned to a specific crew or job assignment.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for monitoring and supervising the daily activities of a crew of Grade I, II, and III operators in the accomplishment of wastewater collection system duties.

To request the assignment and reassignment of personnel among crews and request the use of special tools, equipment and vehicles and to make field decisions regarding the performance and completion of work.

As required, to operate motor driven machines or use various types of equipment and devices in cleaning wastewater collection system structures.

To supervise assigned crew members in the field to ensure that proper safety methods and procedures are adhered to.

To be responsible for the proper completion of daily log sheets relating to personnel, supplies and equipment.

To coordinate field activities with other municipal/utility personnel when necessary.

To make recommendations for improvements regarding work methods and procedures in the performance of field activities, etc. to a superior as appropriate.

To be responsible for tools and equipment used by subordinates.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the methods and equipment commonly used in inspecting, maintaining and cleaning a wastewater collection system; the ability to monitor, supervise and review the work of Grade I, II, and III operators and others assigned to assist; the ability to maintain records and make reports; the ability to follow oral and written instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position in a wastewater collection system involving the supervision of collection system operators or employment as a WWCS Operator III.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At time of appointment, must possess a Class II Chauffeur's license and/or other equipment operator's license as required and must maintain such licensure as condition of appointment.

Class Created: July 14, 1991

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