



**Job Title: Crewleader - Water Distribution / Wastewater Collection**

PAY GROUP: 15

OCCUPATIONAL CATEGORY: Skilled Craft

JOB TITLE: Crewleader

FLSA: Non-Exempt; Full Time

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**OBJECTIVE:**

The objective of this position is to supervise and assist in the repair, laying and maintenance of the water and sanitary sewer systems for the City of Cleburne.

**ORGANIZATIONAL RELATIONSHIPS:**

1. REPORTS TO: Water Distribution Supervisor or Superintendent.
2. DIRECTS: Supervises a small crew of equipment operators and/or line operators.
3. OTHER: Has contact with other employees on the job and with the general public.

**GENERAL STATEMENT OF DUTIES:**

This is a supervisory position; duties include performing and supervising the performance of the laying, maintenance and repair of water and wastewater lines and taps, setting fire hydrants, ext.

**ESSENTIAL JOB FUNCTIONS:**

- Supervises other employees in the repair or replacement of water and wastewater service lines and mains;
- As part of a crew, or alone, whose primary responsibility is to water and wastewater line laying, maintenance, and repair;
- Receives radio dispatched orders or complaints and checks the problem;
- Uses jackhammer, tamper for extended periods of time;
- Drives equipment to and from job sites (sewer truck, backhoe and etc.);
- Unstops sanitary sewer lines;
- Installs two way clean-outs in sewer service lines;
- Installs & repairs fire hydrants;
- Sets up barricades when required to protect employees and the public;
- Performs routine maintenance on vehicles, tools, and equipment;
- Sorts, reads, understands and follows written and oral job instructions;
- Writes reports by hand;
- Lays or repairs water & wastewater lines, using a backhoe, jackhammer, and manual tools to dig the trenches, connect the lines, set taps, and refill the trenches;
- Makes water and wastewater taps;
- Notifies public of interruption of services;
- Serves as Water Distribution / Wastewater Collections Supervisor in his/her absence when directed
- Serves on standby crew for after hours emergency work as required;
- Is assigned by the Water Distribution / Wastewater Collections Supervisor to perform the functions of a Water and Wastewater Line Operator, as needed;
- Must arrive at work on time;
- Must maintain a regular and reliable level of attendance;

The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in this job. Employee may perform other related duties as assigned.

**OTHER IMPORTANT JOB FUNCTIONS:**

- CARRYING AND/OR LIFTING:** Must be able to lift and carry 100 pounds, for setting taps, meters, etc.  
**CLEANING:** Clean parts and machinery.  
**CLIMBING:** Ability to climb into and out of water and sewer line ditches, manholes, etc.  
**CRAWLING:** Inside ditches and under vehicles and equipment.  
**DRAGGING:** Must be capable of dragging up to 150 lbs. including large hoses, machinery or equipment.  
**DRIVING:** Heavy equipment as well as cars and trucks.  
**HOLDING:** Tools with both hands and all fingers.  
**KNEELING:** In one place for long periods of time.  
**PULLING AND/OR PUSHING:** Using both hands to operate large hand tools and/or pull such things as hoses or equipment.  
**HEARING:** Must be able to hear radio transmissions; and hear clearly when working around equipment or in street and alley traffic using proper safety precautions.  
**SIGHT:** Must be capable of seeing equipment and gauges.  
**STANDING:** Must be capable of standing for long periods of time while working on lines, manholes, etc.  
**STOOPING:** Must be able to stoop over for long periods of time while working on lines, manholes, etc.

**WORKING CONDITIONS (ENVIRONMENTAL):**

- EXTREME COLD:** Must be able to withstand temperatures as low as 20 degrees for up to an hour at one time.  
**EXTREME HEAT:** Must be able to withstand extremely high temperatures for up to four hours at a time.  
**WORKING OUTDOORS:** Must be able to work outdoors in all types of weather conditions, day or night.  
**CONFINE SPACES:** Works in trenches and confined spaces.  
**ODORS/CHEMICALS:** Some exposure to mechanical, electrical, explosive, fume, odor, dust chemical, and toxic waste hazards, using proper safety precautions.  
**SAFETY:** Uses good judgement to work safely and use equipment property; and must be able to work in ditches or manholes which may be filled with unsanitary water, debris, or sewer water.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of safety regulations to work safely with equipment used in utility maintenance work; experience in working with various types of equipment including pumps, generators, backhoes, dump trucks, sewer jet machines, service trucks, wrenches, hand and power saws, jackhammers, hammers of various sizes, grinders, shovels, drain spades, drills and drill press; must have a working knowledge of hand tools, ability to work on water and wastewater lines without contaminating to public water supply; ability to follow written or oral instructions; ability to work with other crew members and members of the public; reads simple maps and drawings, picks up trash, keeps storage areas clean, orderly, and in safe working conditions; and ability to work under adverse weather conditions.

**EXPERIENCE AND TRAINING:**

High School Graduate or GED, possess or must obtain a Class C certificate in Water Distribution and Class II certificate in Wastewater Collections from the TCEQ within 24 months of employment.

**CONDITIONS OF EMPLOYMENT:**

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record.

**CERTIFICATES AND LICENSES REQUIRED:**

Must have and maintain a valid Texas Motor Vehicle license. Have or must obtain Texas Class A CDL within 6 months of employment. A class C certificate in Water Distribution and a class II certificate in Wastewater Collections from the TCEQ.

***To apply for employment with the City of Cleburne:***

**In person:** 10 N. Robinson Street, Cleburne, TX; (Mon.-Fri.; 8a-5p)

**Website:** [www.cleburne.net](http://www.cleburne.net)

**Email resume/applications for open positions to:** [hr@cleburne.net](mailto:hr@cleburne.net)

**The Public Library:** Access to the City's website and job openings is available through the Cleburne Public Library.

**Phone information:** 817-645-0945 or 817-645-0915