

POSITION TITLE

WATER/WASTEWATER CREW LEADER

DEPARTMENT

PUBLIC WORKS DIVISION

SUMMARY OF DUTIES

Assists Water/Wastewater Superintendent in supervision of crew in maintenance and construction activities in the City's water distribution system, wastewater collection system and stormwater system.

SUPERVISED BY

Water/Wastewater Superintendent and/or designate

EDUCATION

Ontario Secondary School Diploma or equivalent.
Class 1 Ontario Water Distribution Operator certificate and Class 1 Ontario Wastewater Collection System Operator licence.
DZ driver's license.
Basic First Aid & CPR

EXPERIENCE

4 years practical experience with watermain and sewer maintenance.

MAJOR RESPONSIBILITIES

(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements).

1. Program/Services

- Preparation of daily/weekly work schedules in addition to those assigned by the Water/Wastewater Superintendent or designate.
- Participate in the General on-call rotation and respond to afterhours/weekend emergencies.
- In general, the Water/Wastewater Crew Leader shall be appointed Acting ORO when the ORO is absent for less than five (5) working days. For absences of five (5) working days or longer, but generally not greater than 6 months, the Water/Wastewater Crew Leader will be appointed Acting Water/Wastewater Superintendent and shall in that capacity, also be designated the ORO.
- In addition to regular duties, works with, leads and directs crews of associates; assigns duties, and ensures work of crews are performed efficiently, effectively, safely and on time, all in accordance with accepted standards
- Consults with supervisor on unusual problems, makes recommendations for resolution, acts in absence of supervisor
- Directs and oversees construction activities (i.e. watermain/sewer main tapping, service installations, fire hydrant installations/repairs, watermain/sewer main repairs, valve repairs/replacements etc.) of the crew
- Direct the crew to conduct regular predictive and preventative maintenance on the Water Distribution, Wastewater Collection and Storm Sewer systems, including valve turning, leak detection, hydrant maintenance, pumping station inspection and maintenance, manhole inspection, sewer roddings, CCTV inspections etc.
- Responsible for health and safety of crew; ensures crew members are properly instructed in the performance of their duties; demonstrates work procedures for

training purposes when required; leads by example

- Determines methods and materials to be employed by crew in routine operations; acquires necessary parts and supplies; ensures adequate inventory.
- Oversees the care of all tools, equipment and vehicles assigned to crew.
- Investigates customer complaints, faults or problems and remedies wherever possible
- Ensures interaction between crew and customer is polite, tactful and courteous
- Prepares and submits various reports and forms in an accurate and timely manner.
- To perform daily lubrication of equipment assigned.
- Make daily mechanical safety check of assigned equipment and complete appropriate records.
- Adhere to all regulations as they apply to the Water Distribution, Wastewater Collection and Storm Sewer Systems.
- Adhere to all City of Port Colborne and Region of Niagara bylaws as they apply to the Water Distribution, Wastewater Collection and Storm Sewer Systems.
- Must maintain all water/wastewater certification requirements and attend courses as required.
- Complete as required all electronic and manual entries into daily logs, timesheets etc. and ensure same are completed by crews
- To operate equipment including hand tools and small motorized pieces of equipment as well as municipal vehicles pertaining to water and sewer maintenance.
- To perform duties in accordance with the Occupational Health and Safety Act, City of Port Colborne Safety Manual and all other associated regulations.
- Performs other duties as assigned.

2. Human Resources

- Responsible for supervision of Water/Wastewater employees as assigned.
- Normally works with other staff members and is responsible to ensure that work is done in a safe and efficient fashion.
- Participate in the General on-call rotation and respond to afterhours/weekend calls.
- Oversee work being carried out by contractors working on the Water Distribution, Wastewater Collection and Storm Sewer Systems when assigned.
- In general, the Water/Wastewater Crew Leader shall be appointed Acting ORO when the ORO is absent for less than five (5) working days. For absences of five (5) working days or longer, but generally not greater than 6 months, the Water/Wastewater Crew Leader will be appointed Acting Water/Wastewater Superintendent and shall in that capacity, also be designated the ORO.

3. Financial Resources

- Recommends materials needed to be purchased. Authority to purchase items not to exceed \$1,500. Responsible to ensure adherence to approved budgets.

4. Material Resources

Carries out work assignments that require the use of variety of hand and power tools and demonstrate safe and proper use of same. Operation of pick-up truck, tractors and other related equipment. Manage and ensure that all water and

wastewater equipment is operated efficiently, safely and maintained for efficient on-going operation.

SKILL AND EFFORT

5. Knowledge

- Ability to use hand tools.
- Technical knowledge of safe vehicle operation, construction practices, confined space entry and traffic control.
- Practical knowledge of safety equipment and practices, including WHMIS, health and safety, utility locates and notice of trench work.
- Knowledge and ability to use cable for pulling new water services through underground.
- Knowledge and ability to use shoring properly and make sure the trench is safe at all times.
- Ability to read and interpret engineering drawings and specifications.
- Attention to detail/complete and accurate record-keeping.
- Adaptable to change, willing to learn and practice new skills; maintain up-to-date knowledge of current and new legislative requirements.
- Demonstrated ability to operate computers and varied software application more specifically MS Windows operating system, MS Office Suite.
- General knowledge of good customer service practices.
- Make sure that work sites/zones are compliant with Book 7, Temporary Conditions of the Ontario Traffic Manual, where required.

6. Physical Skill and Effort

- Good hearing to operate various types of leak detection/listening devices.
- Good physical condition with ability to handle physical demands and operate equipment assigned.
- Extensive walking, crouching, bending etc. over various types of terrain (grass, gravel, ditches, etc.) and in confined spaces in and around construction zones and residential, commercial and industrial areas.
- Job involves heavy lifting ie: manhole lids, catch basin covers etc.
- Possess manual dexterity and physical strength to drive equipment and to use hand and power tools.
- Coordination of coarse and fine movements where speed can be a major consideration (i.e. long handled tools, heavy equipment controls, operating valves, handling nuts and bolts in adverse weather, water sampling, computer keyboarding)

7. Decision Making and Judgement

- Ability to understand both written and oral direction.
- Ability to assign work and successful completion by his/her assigned personnel
- Work is assigned daily and carried out with minimum supervision.

Judgement is exercised in:

- Recommending equipment and material needed.
- Ensuring crews carry out and complete assigned duties and correct when necessary.
- Advise Water/Wastewater Superintendent and/or Manager of Operations of

- all personnel concerns, problems.
- Ensures the City Safety Manual and Ontario Occupations Health and Safety Act is carried out in reference to assigned tasks and that crews have and wear the proper protective equipment.

8. Interpersonal Skills/Contacts

Interpersonal skills to work effectively with co-workers.

Internal:

- Must be able to communicate effectively with crew for the purpose of sharing information to assist with work assignments.
- Must maintain effective working relationships with co-workers and associates in an environment of teamwork

External:

- Must be tactful, professional and courteous with the public and other external contacts ie: other utilities, contractors, consultants, staff from other departments (i.e. Engineering).
- Some dealings with vendors and contractors to purchase small maintenance requirements
- With various levels of government with respect to water distribution, sampling and wastewater collection

WORKING CONDITIONS

9. Environment

- Normally works outdoors.
- Office and/or field work required to complete mandatory recordkeeping, data entry etc.
- Major disagreeable conditions of frequent exposure (i.e., sewer contents, chlorine, dust/dirt, grease/oil, extreme temperatures, noise, vibration, odour/fumes, inclement weather, trench operations, occasional night work)
- Confined spaces and trench work.

10. Control Over Work Schedule

- Normally not required to work outside regular working hours, unless on-call and/or responding to an afterhours/weekend emergency.
- Required to participate in General on-call rotation duties and respond to afterhours/weekend emergencies.
- In general, the Water/Wastewater Crew Leader shall be appointed Acting ORO when the ORO is absent for less than five (5) working days. For absences of five (5) working days or longer, but generally not greater than 6 months, the Water/Wastewater Crew Leader will be appointed Acting Water/Wastewater Superintendent and shall in that capacity, also be designated the ORO.

**In agreement with the duties and the responsibilities of this position.
Education and experience is determined by the Corporation.**

Agreed to: **Department Head** _____

Supervisor _____

Employee _____

Approved: Chief Administrative Officer _____

Dated: _____