



Effective: 11/05/2020  
City of Sweet Home  
Crew Lead Collections Job Description  
FLSA Non -Exempt

AFSCME: SW 153001 (11/2021)

Approved by: Randy Jones 21 DEC 2020

## **CREW LEAD COLLECTION**

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

### **A. SUMMARY:**

In a lead capacity, perform and direct the activities of a work crew performing a wide variety of Public Works tasks in the construction, maintenance, and repair of the City's sanitary and storm collection systems. Operate all types of public works equipment and ensure safe work practices of crew. Maintain work records and submit related reports as scheduled or requested.

### **B. SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under the direction of the Maintenance Supervisor, or his/her designee, who reviews work on the basis of results obtained. This Crew Lead worker position involves a high level of skills in construction and maintenance work. In lead capacity, responsible for up to three FTE and three temporary/seasonal workers in which, this position carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Is under the general supervision and uses independent judgment on a routine basis as directed by the Maintenance Supervisor.

### **C. EXAMPLES OF DUTIES:**

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. In a lead capacity, train, schedule, determine work to be performed, assign and review work, provide input in the hiring and performance evaluation of crew, and participate in duties of assigned crew including.
2. Installation, maintenance, inspection, testing, cleaning, and repair of sanitary and storm water lines; repair manholes, monitor flows within systems, and clear open drainage ditches.

3. Review plans and make recommendations on repairs or improvements to sanitary and storm drain systems.
4. Operate and maintain light and medium equipment.
5. Ensure availability, purchase and delivery of necessary parts and materials at job sites.
6. Perform dye and smoke test to establish service connection, flow test and an infiltration/exfiltration that may be present.
7. Respond to various questions, resolve problems, and provide technical assistance to crews that arise at the work site involving work tasks and the public.
8. Complete reports related to work activities and maintain related records in both manual and computer formats.
9. Make recommendations regarding annual budget for operating needs and costs. Research and develop specifications for equipment purchases; complete material take-off lists from blueprints; estimate costs of proposed work; and purchase materials as necessary within budgetary guidelines.
10. Ensure compliance by crew and follow all safety rules and procedures established for work areas.
11. Attends professional development workshops and conferences to keep abreast of trends and developments in the field.
12. Responsibilities include training employees; directing work; addressing complaints and resolving problems.
13. Represents the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
14. Serves as a member of various City committees or work groups as assigned.
15. Assists other staff in the performance of their duties as assigned.
16. Maintains regular job attendance and adherence to working hours.
17. Operates a motor vehicle safely and legally.
18. Performs other duties as assigned by supervisor.

**D. WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and, the ability to adjust focus.
2. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; and telephones.
3. In the performance of the job duties, the employee will occasionally work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
4. Ability to perform heavy manual labor for extended periods.
5. While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility over various terrain. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
6. Movement of materials weighing up to 25 pounds may consume up to 40% of the work period and at times may involve difficult work positions.

7. Duties require regular operation of light, medium and heavy equipment, use of hand tools, jackhammer, chain saw, shovels, etc. Activity and types of duties performed require manual coordination and dexterity.
8. The majority of duties take place outside of buildings with exposure to all types of weather conditions and terrain on a year-round basis, bio-hazardous waste, dirt, grease, oil, fumes, chemicals, and noise which may require hearing protection. Position is subject to emergency on-call response after normal duty hours.

## **E. ADDITIONAL POSITION REQUIREMENTS:**

### **Ability To**

1. Communicate effectively orally and in writing with architects, contractors, developers, property owners, supervisors, employees, and the general public; and establish effective working relationships.
2. Effectively present information in one-on-one and small group situations to customer, clients, and other employees of the organization.
3. Interact with agitated community members in a productive, objective and equitable manner.
4. Conduct and understand statistical calculations and be prepared to make presentations as needed.
5. Maintain work areas in a clean and orderly manner.
6. Prepare and interpret maps and other graphical presentations.
7. Learn and apply city ordinances, state statutes, and state administrative rules.
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
9. Apply common sense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
10. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
11. Communicate effectively and professionally with diverse audiences, including the public, the City Council, and City staff at all levels.
12. Form efficient and effective working relationships with other employees and the public.
13. Work in a busy environment with multiple activities and customers.
14. Accommodate a work schedule that may require work on weekends.
15. Be at work on time. Be available for work. Give a full day's work.
16. Respond in a positive manner to directions.
17. Learn present jobs as well as new jobs within the scope of the position. Adjust to change.
18. Develop and sustain positive, cooperative, team oriented working relationships with supervisor, co-workers, and ancillary staff.
19. Learn, know, and follows the rules, policies, practices and procedures of the department.
20. Be physically and mentally fit for work.

### **Knowledge of:**

1. Considerable knowledge the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards, and safety precautions used in the installation,

- maintenance, and repair of water collection systems; equipment servicing methods and techniques
2. Knowledge of general computer literacy personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment.
  3. general personnel and supervisory practices.
  4. Considerable knowledge of appropriate materials, methods, tools, equipment and practices involved in the construction maintenance and repair of Public Works facilities.

**Mandatory Requirements:**

**License and Certificate**

Oregon Driver's License with good driving record required for use of City vehicle.  
Class "A" Commercial Driver's License with air brake and tank endorsements.  
Possession of Wastewater Collection Level II certification (or the ability to obtain within 12 months). Within six (6) months of appointment, must possess Work Zone Traffic Control certificate.

**Desirable Requirements:**

Possession of Wastewater Collection Level III certificate and current CPR/First Aid card.  
Possession of Work Zone Traffic Control certificate at time of appointment.

**Experience and Education**

One-year certificate from college or technical school preferred. Equivalent to high school education and four years' experience in public works or water collection environment which included the regular operation of heavy equipment, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.