



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Public Works	DATE: March 2022
JOB TITLE: Crew Chief-Collections	JOB STATUS: Non-Exempt
SALARY GRADE: AFSCME 7	FLSA Exempt: No

PURPOSE OF POSITION: 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 drainage collection systems. Operate public works equipment and ensure safe work practices of crew. Maintain work records and submit related reports as scheduled or requested.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

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: installation, maintenance, inspection, testing, cleaning and repair of sanitary and storm waterlines; repair manholes; monitor flows within systems; clear open drainage ditches; maintain equipment; and control rodents.
2. Assist the Maintenance Operations Manager in identifying and developing short and long-term goals, through strategic planning, in conjunction with master plans associated with the Public Works Department (i.e. Collections System Master Plan)
3. Serve as contact person for all matters relating to Collections and rotate in the on-call status with the other Crew Chief positions for response to after-hour calls.
4. Ensure availability, purchase, and delivery of necessary parts and materials at job sites.
5. Dye and smoke-test system to establish service connection, flow tests, and any infiltration/exfiltration that may be present.
6. Review plans and make recommendations on repairs/improvements to sanitary and storm drain systems.
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.

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9. Make recommendations regarding annual budget for operating needs and costs.
10. Research and develop specifications for equipment purchases; estimate costs of proposed work; purchase materials as necessary within budgetary guidelines.
11. Ensure compliance by crew and follow all safety rules and procedures established for work areas.
12. Develop and sustain positive, cooperative, team-oriented working relationships with supervisor, coworkers, and ancillary staff.
13. Oversee work performance of other crews as assigned.
14. Perform various special event tasks such as hanging banners, setting up and taking down of Christmas decorations, parade setup, etc.
15. Operate a motor vehicle safely and legally.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Equivalent to high school diploma and four years' experience in public works, collection system maintenance or construction 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.
2. One year of Lead worker experience.

Licenses & Certificates:

1. Possession of a valid Class "A" Commercial Driver license with air brake, tank and hazmat endorsements.
2. Possession of a Wastewater Collection Level II certification with the ability to test for and receive a Level III certification within six (6) months.
3. Within 90 days of appointment, must possess Oregon Pesticide Applicator's license.
4. Within six (6) months of appointment, must possess Work Zone Traffic Control certificate.
5. Current CPR/First Aid card or obtain within six (6) months of hire.

DESIRABLE QUALIFICATIONS:

1. Possession of Work Zone Traffic Control certificate at time of appointment is desirable.
2. Current CPR/First Aid card is desirable.
3. Previous "Lead Worker" or supervisory experience is desirable.
4. Previous experience within the City's Public Works Department is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

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Knowledge of:

1. Considerable knowledge of sanitary and storm drain collection systems and the use of vehicles, tools and equipment, practices, methods, hazards and safety precautions used to perform duties; confined space entry procedures; equipment servicing methods and techniques.
2. Closed circuit televising equipment used to inspect systems.
3. General computer literacy.
4. General personnel and supervisory practices.
5. City Government & Public Works policies and procedures
6. Common personnel policies.
7. Government budget policies and procedures.
8. Reporting and disclosure requirements of government entities.

Skill in:

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
2. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
3. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
4. Providing outstanding customer satisfaction (internally and externally).
5. Use of Microsoft Office and applicable specialized software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.

PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls.
2. This position requires mobility over various and oftentimes uneven terrains.
3. Many duties are physical demanding, requiring the movement of materials weighing up to 90 pounds.
4. Movement of materials weighing up to 25 pounds may consume 40% of the work period.
5. Duties require regular operation of light, medium, and heavy equipment, use of hand tools, jackhammer, chainsaw, shovels, etc.
6. Activity and types of duties performed require manual coordination and dexterity.


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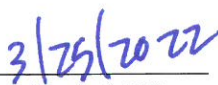
WORKING CONDITIONS: The majority of duties take place outside of buildings with exposure to all types of weather conditions and terrain on a year-round basis, bio-hazardous waste, dirt, grease, oil,

fumes, chemicals, noise which may require hearing protection, and confined space entry. Position is subject to emergency on-call response after normal duty hours and shares monthly on-call duties with other crew chiefs.

SUPERVISORY RESPONSIBILITIES: Works in a lead capacity, responsible for 2, seldom over 5 FTE.

SUPERVISION RECEIVED: Works under the general supervision of the Maintenance Operations Manager.


Approved by City Manager


March 2022