

## AMHERST COUNTY SERVICE AUTHORITY

### JOB DESCRIPTION

**Title:** Utility Crew Leader

**Job Summary:** Performs multi-skilled work in performing and supervising the maintenance and repair of water and wastewater infrastructure, automotive and heavy equipment, and other work pertaining to water and wastewater utility operations.

Work involves responsibility for leading crews installing, maintaining, and repairing water and wastewater piping and equipment and performing regularly scheduled maintenance on and repair of fleet trucks and heavy equipment, providing grounds maintenance of ACSA properties, and other work. The Utility Crew Supervisor uses his/her experience to analyze unusual situations to determine the best resolution, and contacts other ACSA staff for assistance when necessary. The Utility Crew Supervisor ensures crew compliance with ACSA standard operating procedures, safety of the crew and the public, and protection of ACSA infrastructure and adjacent properties.

The Utility Crew Supervisor is a working supervisor, who fully participates in all daily tasks and work performed by the crew.

**Essential Jobs:** Include, but are not limited to, the following. The Utility Crew Supervisor:

Provides scheduling, prioritizing, supervision, assignments, and inspection of work performed by ACSA utility maintenance/construction crews, actively participating in all work.

Leads/supervises installations of new water and sewer piping and services, including tapping water and sanitary sewer mains, installing water service lines, meters, valves, backflow preventers, and other appurtenances and wastewater service lines, cleanouts, and other appurtenances, boring under surface obstacles, such as paved areas, and other related work.

Leads/supervises repairs or replacements of damaged or aging water and sanitary sewer mains, services, and related infrastructure.

Locates and marks underground utilities.

Leads/supervises regularly scheduled maintenance on water and wastewater conveyance and treatment equipment and facilities, including pumps, controls, variable frequency drives, etc.

Leads/supervises regularly scheduled maintenance of fleet trucks and heavy equipment used by the crew.

Leads/supervises repairs, replacements, and basic mechanical and electrical troubleshooting diagnoses of water and wastewater infrastructure malfunctions and overhauls, repairs, etc.

Cuts metal with torches and welds to repair equipment or fabricate metal parts and facilitate repairs.

Leads/supervises the loading and unloading of treatment chemicals, materials, tools, equipment, etc.

Keeps proper records of water and wastewater infrastructure operations activities.

Provides first aid and calls 911 should an accident occur, then promptly (within one hour) reports the accident to the Operations Manager or Executive Director.

Performs all work in a manner that promotes efficiency and personal and workers safety. Assists ACSA management in determining a safe, efficient, and appropriate method to undertake work assignments upon identification of a safety concern or other difficulty.

**Knowledge, Abilities, and Skills:**

Knowledge of operation, maintenance, troubleshooting, and repair of equipment in wastewater and water treatment plants, pump stations, etc., water distribution and wastewater collection systems, automotive equipment and heavy equipment, and tools, materials, and equipment used in all work.

Ability to read and understand technical manuals, drawings, specifications, etc.; to perform arithmetic calculations quickly and accurately; to communicate effectively both orally and in writing; and establish and maintain effective working relationships with ACSA managers and construction crew members.

**Physical Demands:**

Work requires occasional heavy physical effort, usually outdoors, and involving stooping, bending, and lifting, including periodic repeated lifting of 50 lbs. or more during treatment chemical loading and unloading and pipe installation work. Working in adverse conditions (weather, heat, cold, rain, water and wastewater, darkness, chemicals, overgrown vegetation, vibrations, exhaust fumes, etc.) is normal.

**Unusual Demands:**

The Utility Crew Supervisor works a 10 hours / 4 days work week, but is on call 24 hours / 7 days a week, including holidays, nights, and bad weather, to respond to emergencies; is exposed to hazards of power tools and heavy equipment; encounters dirt, soil, grease, sewage, chemicals, noise, vibrations, and other difficulties; and comes in contact with chemicals, water and wastewater, water under pressure, poisonous vegetation, animals, and insects, and heat, cold, rain, and other weather issues, etc.

**Required Qualifications – Pre-Employment Knowledge, Ability, and Skill Requirements:**

Fluency in reading and writing English.

High school diploma or GED.

Ability to properly operate a standard automobile, with a current, valid Virginia driver's license.

Basic mechanical equipment and safety procedures, including use of hand tools and light power tools.

Minimum 5 years experience in the construction, operation, troubleshooting, and maintenance of water and wastewater treatment plants and pump stations and appurtenant equipment, water and wastewater piping, and heavy equipment operation.

Minimum 2 years experience as lead/supervisor of construction crew(s) performing work described herein.

Certification as a VA Dept. of Transportation traffic control flagger within 1 year of employment.

Certification in first aid and cardiopulmonary resuscitation (CPR) within 1 year of employment.

Acquisition of a commercial drivers license (CDL) within 2 years of employment.

Water and/or wastewater operator license(s) is/are highly valued.

**FLSA Status:** Non-exempt.