



Ross Valley Sanitary District Crew Lead

Definition:

Under general supervision of the Supervisor, the Crew Lead performs operational activities as assigned and serves as the lead worker and trainer for the Collection System Workers on the crew.

Distinguishing Characteristics:

This is the advanced journey level position in the class series and requires minimal supervision; the incumbents perform the work of the crew, provide training, and make work assignments and monitor work completion of the Collection System Workers on the assigned crew.

Supervision Received and Exercised:

The Crew Lead reports to the assigned Supervisor; the incumbents exercise technical and functional oversight of the crew to which they are assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class:

- Perform precise and complex tasks related to the maintenance and/or repair of District assets and infrastructure, as assigned;
- Make work assignments and monitor work completion of Collection System Workers;
- Organize and maintain vehicles and equipment related to work activities;
- Keep CMMS records and make reports of work performed;
- Provide observations to Supervisor regarding crew member training needs, work performance, and conduct;
- Participate in the development and implementation of training programs for Collection System Workers and provide on-the-job training and feedback;
- Verify the work of Collection System Workers for accuracy, proper work methods, and compliance with applicable standards and specifications;
- As assigned, develop and direct the execution of complex or non-routine traffic safety plans;
- Participate in quality control;
- Ensure safety compliance and proper uses of all safety equipment;
- Troubleshoot and solve complex operational problems;

- Provide customer service;
- Keep up-to-date with industry practices and standards;
- Perform work of Collection System Workers;
- Perform other duties as assigned.

REQUIREMENTS

Knowledge:

- Practical aspects of leadership and training principles and practices;
- Time management and project management;
- Use and maintenance of heavy equipment, vehicles, power tools, and hand tools utilized in maintenance and/or repair of District's assets and infrastructure;
- Location and characteristics of sewer collection system, pumping, and lift stations;
- Safety standards and procedures in wastewater collection system maintenance and repair;
- Standard office equipment;
- Basic English language, both verbal and written;
- Mathematics and calculations used in construction and wastewater industry;
- Use of Microsoft Office Suite software and computer software used in wastewater industry.

Skills and Abilities:

- Assigning work and observing and monitoring work completion of field crews;
- Communicating effectively with crew members and others contacted in the course of work;
- Understanding and accurately carrying out written and verbal directions;
- Maintaining work records, analyzing data, and preparing reports;
- Troubleshooting equipment malfunctions and problems;
- Reading and interpreting maps, and other construction documents;
- Proficient in use of Microsoft Office Suite software and computer software used in wastewater industry;
- Perform heavy manual labor;
- Recognizing and dealing with hazards encountered in the course of work;
- Operating field computers, software, and other standard office equipment.

MINIMUM QUALIFICATIONS

Education, Training, and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Completion of the twelfth grade, or its equivalent;
- Four years of experience in wastewater collections system maintenance and operations in public agencies or private sector.

Licensing, Certification, and Registration:

Possession of the following licensures, certifications, and/or registrations is required:

- Grade III Collection System Maintenance Certificate from California Water Environment Association at the time of entry into the position; must renew and maintain certification.
- Must have a satisfactory driving record and continue to meet District’s vehicle liability insurance company driving standards.
- Confined Space Entry Certification.
- Excavation Training for Competent Person Certification
- Must possess a valid California Commercial Motor Vehicle Class “A” Driver’s License with Airbrake and Tanker endorsements.

PHYSICAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, distinguishing color, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be exposed to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

re-employment Requirements:

Possession of a California Commercial Class A Drivers’ License requires Department of Transportation drug testing and a physical examination.

FLSA Status: Non-exempt
 Bargaining Unit: Represented, AFSCME Local 2167
 Approved by: Ross Valley Sanitary District Board of Directors
 Date: April 20, 2016