

**City of Sallisaw  
Job Description**

**Job Title:** Crew Leader – Water & Wastewater

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<b>Exempt (Y/N):</b> No	<b>Department:</b> Water Distribution & Wastewater Collection
<b>Date:</b> November 2007	<b>Reports To:</b> Superintendent

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**SUMMARY**

The incumbent is responsible for instructing and supervising the work of other department employees and is responsible to the superintendent to ensure that tasks are accomplished and projects completed properly. Assumes duties of the department superintendent when superintendent is absent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

1. Ensures all assigned responsibilities are carried out in a timely manner.
2. Oversees crew on daily activities, trains crew on methods of repair or maintenance and reports to supervisor.
3. Maintains safe working conditions and ensures repair of equipment and tools used by the department.
4. Assists superintendent to oversee and inspect contract water and sewer projects.
5. Takes calls, handles work orders and performs locates as required.
6. Performs other duties as assigned by the superintendent.

**SUPERVISORY RESPONSIBILITIES**

In the absence of the superintendent, supervises employees in the water and sewer departments. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or equivalent and three (3) years related work experience in the water/sewer maintenance field. Prefer minimum of five (5) years service in municipal government.

### **LANGUAGE SKILLS**

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to write routine reports and correspondence. Must have the ability to effectively respond to questions from customers and/or the general public.

### **INTERNAL AND EXTERNAL COMMUNICATION**

Contacts with others beyond immediate associates, but generally of a routine nature. Frequent contacts with the general public, patrons, or other outside representatives. Must be able to maintain a cooperative working relationship with other departments and personnel of the city as well as the general public.

### **MATHEMATICAL SKILLS**

Must have the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Must be able to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to interpret a variety of instructions furnished in written, oral, diagram and/or schedule form.

### **CERTIFICATES, LICNESES, REGISTRATIONS**

Must possess State of Oklahoma Class D Water and Wastewater license, or be able to attain required license within twelve (12) months of employment.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to talk and hear. The employee must be able to sit, taste and smell. The employee must have the ability to stand, walk, use hands and fingers to handle and feel. Must be able to reach with hands and arms, climb, balance, stoop, kneel, crouch and crawl. The employee must be able to lift and/or move a minimum of fifty (50) pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

## WORK ENVIRONMENT

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.

While performing the duties of this position the incumbent is exposed to all types of outdoor weather conditions. The incumbent may work in high precarious places; near moving mechanical parts. Incumbent may be at risk of electrical shock and/or vibration. The incumbent may be exposed to fumes, airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually loud.

\*\* A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of the City of Sallisaw, Oklahoma.

Approved:   
City Manager

Date: 10/28/14

Modified: 10/28/2014