



Crew Leader - Water and Sewer Division

The Town of Concord is looking for a Crew Leader to provide supervision in a participatory manner of skilled and semi-skilled employees working on all phases of inspection, maintenance, and repair and installation of system infrastructure assigned within the Water & Sewer Division. Identifies, prepares for and implements maintenance, construction and reconstruction schedules and projects. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

Full pay range: \$36.49- 51.08. Starting hourly rate is based on qualifications and typically in the first half of the range.

Applications will continue to be accepted until filled. All applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews and/or other assessments. Applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Appointment of the final candidate will be contingent upon the results of pre-placement conditions including criminal and motor vehicle record checks, a physical exam, and a drug screening. Costs for these pre-placement requirements will be borne by the Town.

The Town of Concord, MA is an EEO Employer. We value diversity and welcome candidates of all backgrounds to apply.

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Department:	Public Works, Water and Sewer	Salary Grade:	8
Reports To:	Water and Sewer Superintendent	FLSA Status:	Non-Exempt
Appointed by:	Town Manager	Date:	August 2023

GENERAL SUMMARY:

Under the general supervision of the Water & Sewer Superintendent, provides supervision in a participatory manner of skilled and semi-skilled employees working on all phases of inspection, maintenance, and repair and installation of system infrastructure assigned within the Water & Sewer Division. Identifies, prepares for and implements maintenance, construction and reconstruction schedules and projects. Monitors and tracks work projects, provides instruction to subordinates and outside contractors regarding proper work methods and undertakes appropriate corrective actions as warranted. Maintains necessary stock of materials. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the direction and control of the position. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

- ◆ Participates, schedules, assigns and supervises work crews engaged in inspection, maintenance, repair and installation work for town water mains and services, sewer collectors and services and related appurtenances and structures.
- ◆ Schedules and assigns equipment for projects.
- ◆ Provides for training of staff in proper work methods and general health and safety measures.
- ◆ Plans and coordinates work assignments with other town departments and divisions as well as other public and private utilities.
- ◆ Conducts regular inspection of assigned projects and those performed by outside contractors to ensure compliance with specifications and applicable safety regulations.
- ◆ Responds to public inquiries, requests and complaints related to Division activities. Resolves complaints when possible and/or refers matters to the Assistant Water & Sewer Superintendent.
- ◆ Arranges for supplies and equipment to be used for projects; checks for proper use and operation of equipment and vehicles. Reports on damaged and non-function of parts and equipment.
- ◆ Provides input regarding performance of staff and to other related personnel actions as requested.
- ◆ Responds to after-hour water/sewer emergencies to direct and support operations as needed. May respond to snow emergencies to operate equipment.
- ◆ May respond to any other municipally declared emergency which requires interdepartmental or intercommunity support and coordination.
- ◆ May be required to be available at any time and in all weather conditions when on-call for one week every fifth week.
- ◆ May assume operational responsibilities of the Assistant Water & Sewer Superintendent in his/her absence.
- ◆ Performs supervisory and operational duties involving the installation, repair and maintenance of water mains and services.
- ◆ Oversees the flushing of water transmission system. Supervises and participates in repair and maintenance of sewer mains and laterals and cleaning sewer chambers and lift stations.
- ◆ Prepares and submits daily records of equipment, supplies used and related time/payroll records.
- ◆ Operates a variety of heavy and light motorized construction equipment and vehicles tapping machines, backhoe, front-end loader, Vactor and Jetting machines, and hand specialized hand operating equipment and power tools.
- ◆ Maintains and monitors sewer collection system lift and pumping stations.
- ◆ May monitor and respond to SCADA system needs, via remote accessibility functions.
- ◆ Performs all duties in accordance with applicable safety regulations.
- ◆ Performs special projects and related responsibilities as initiated and requested.

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- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance and punctuality at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Directly supervises the activities and performance of and provides functional oversight to the Water/Sewer System Maintainers, Senior Crew Members and Crew Members. Carries out supervisory responsibilities in accordance with Concord's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

EDUCATION & EXPERIENCE:

- ◆ High school diploma or equivalent and additional advanced technical training; five years of division-related construction, maintenance, and repair experience, three of which have been in a supervisory position; or any equivalent combination of education and experience.
- ◆ Massachusetts Class B Commercial driver's license.
- ◆ Massachusetts Hoisting Engineer license.
- ◆ Water Operator Distribution License Grade 2, within three years of hire.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of water and sewer operations, construction and maintenance principles.
- ◆ Knowledge of state and local laws as well as OSHA safety rules and regulations related to operations.
- ◆ General knowledge of the layout of the Town. Ability to read and interpret detailed construction drawings and blueprints. Ability to carry out oral and written instructions.
- ◆ Ability to plan, organize, assign and supervise the work of employees and equipment and to maintain good public relations.
- ◆ Proficient in operation of heavy equipment as well as power tools and hand tools.
- ◆ Ability to maintain confidential information.
- ◆ Ability to communicate effectively and tactfully with the public, co-workers, other employees, departments, officials and other agencies.
- ◆ Ability to supervise crews operating all types of related equipment and performing all related operations.
- ◆ Ability to remain calm, to concentrate and perform all responsibilities in a competent manner at all times.
- ◆ Ability to work effectively under time constraints to meet deadlines.
- ◆ Ability to read and interpret project drawings, blueprints and maps.
- ◆ Ability to communicate effectively and tactfully with the public, co-workers, other employees, departments, officials and other agencies.

WORKING CONDITIONS & PHYSICAL DEMANDS:

External and internal applicants, as well as position incumbents who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the physical demands (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

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While performing the functions of this job, the employee may be required to perform heavy manual labor under varying weather conditions for long periods of time and to drive heavy equipment for long periods of time during all types of weather conditions. Employee is required to stand, walk, sit and hear for extended periods. Employee is required to traverse uneven terrain. Employee is frequently required to use hands to finger, handle or feel objects, tools or controls; reaches with hands and arms; stoops, kneels, climbs and crawls. Specific vision abilities required include close, distance, and peripheral vision and the ability to adjust focus. Incumbent must be able to hear normal sounds, distinguish sounds as voice patterns and communicate. Frequently lifts supplies and equipment weighing 100 pounds, utilizing proper body mechanics and techniques. Routinely required to handle toxic and hazardous materials used in the daily treatment of drinking water.

Operates heavy and light equipment such as backhoes, front-end loaders, crane trucks, Vactors, dump trucks, tapping machines, weed whips, chain saws, grinders, carpenter tools, power tools, chippers and brush cutters. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

Errors in judgment may impose undue and substantial expense recovering from errors, resulting in significant time loss and delay while correcting undetected errors, cause damage to buildings and/or equipment, result in serious personal injury and injury to others.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.