



CITY OF SENECA
221 East North First Street
Seneca, South Carolina 29678
(864)885-2700 Fax: (864)885-2701
www.Seneca.SC.US

SENECA LIGHT & WATER POSITION DESCRIPTION – SEWER/WATER CREW LEADER

GENERAL PURPOSE

Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of water, sewer, and electrical systems. Reports to the Assistant Water/Sewer Superintendent. Supervises water/sewer crew workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates equipment and supervises work crew assigned to make repairs, taps, and construct new lines.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
- Picks up supplies and surveys job sites.
- Maintains water meters. Changes out water meters according to work orders.
- Repairs and installs water lines. Makes water and sewer taps as needed.
- Cleans sewer lines according to work orders. Operates wastewater camera and equipment to detect problems.
- Performs smoke tests on sewer lines. Checks flow in sewer lines during rainy weather.
- Operates high pressure washer and replaces manhole covers.
- Operates heavy equipment such as motor grader, bulldozer, backhoe, and large trenching equipment to complete assignments. Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel and sand.
- Sets up tapping machine, shoring equipment, and boring machines.
- Cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains. Performs hydrant maintenance.
- Clears and maintains water and sewer rights of way.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor. Fixes water leaks.
- Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation. Marks with flags or paint.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Refers defects or needed repairs to supervisor; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards. Provides traffic control at job sites.
- Maintains records relating to inspections, maintenance activity, water supply, consumption, etc.
- Contact's residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on. Repairs any damage to landscaping resulting from repairs.
- Locates and turns off valves.
- Remains on standby for emergency calls as assigned.

PERIPHERAL DUTIES

- Assists other departments as needed. Certified in the operation of bucket truck unit in rescue retrieval.
- Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Five (5) years of experience relating to construction, maintenance, or repair, or
- (C) Any equivalent combination of education and experience.

Special Requirements

- Valid state driver's license
- Valid Commercial Driver's License.
- Possess a minimum Class "B" Water Distribution Certification or working to obtain one.

Necessary knowledge, Skills and Abilities:

- Some knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to work safely.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments, and the public.
- Ability to understand and carry out written and oral instructions.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/inductor truck, tamper, saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
 - The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
 - The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
 - The noise level in the work environment may be loud, requiring hearing protection.
-

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The 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.

6/24/21