



COUNTY OF YORK JOB DESCRIPTION
Utilities Crew Foreman
Public Works/Utilities Operations

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for training and supervising the work of a crew. Performs job site and project planning to determine personnel, equipment, and materials needs. Performs specialized skilled work in the operation of one or more types of motorized heavy equipment used in maintenance and construction operations for the Department of Public Works Sewer Utilities Division. Operates heavy equipment such as excavators, backhoes, loaders, dozers, dump trucks, and trenchers. Handles customer complaints, and is most often the person who deals one-on-one with the customers. Fills in for the Operations Supervisor II as needed. Work is performed under general supervision.

WORK ENVIRONMENT/DISTINGUISHING FEATURES OF THE POSITION

Work is performed outdoors under all types of weather conditions with exposure to the usual hazards associated with outside maintenance and construction work such as overhead and underground utilities, traffic, sewage, dust, and noise. This position is considered an essential position which requires the individual report to work during inclement and extreme weather conditions outside of normal working hours, or when other employees may be off, in addition to being on an on-call status on a 24/7 basis.

ESSENTIAL JOB FUNCTIONS

Directly supervises the work of a crew, plans the procedures and steps needed for various jobs; makes sure all OSHA/County safety regulations are followed, and that the work is completed in a timely fashion; trains new employees, and counsels/directs employees as needed.

Investigates and handles customer complaints; in the absence of the Operations Supervisor II. Performs lead worker duties; coordinates and directs work of other workers engaged in utilities maintenance and construction.

Performs job site and project planning to determine personnel, equipment, and material needs; Checks the job site for any hazards that may affect job site safety. Prepares job site and notifies Miss Utilities to locate and mark all underground utilities. Reviews maps, plans, and as-builts to determine depth, pipe size, and type of materials needed to perform the job; reviews CCTV inspections and any other information pertaining to the work being performed.

Operates one or more types of motorized heavy equipment involved in the construction and maintenance of utilities, such as excavator, backhoes, loaders, dozers, dump trucks, trenchers, jet rodders and sewer combination untist. Operates small equipment such as; concrete mixers, bush hogs, plate tampers, jumping jacks, etc. Operates dump truck with trailer to transport equipment; operates specialized television equipment to inspect sewer lines and identify sources of leaks,

stoppages, or other problems in system pipes, joints, valves, or other fixtures; operates or oversees operation of winch and cable to pull TV camera through sewer lines; views camera transmission on TV monitor.

Inspects and repairs manholes, underground service lines, force mains, potable water lines, gravity sewer mains, vacuum sewer lines; installs vacuum pots and grinder pump systems.

Assists with general maintenance and repairs of equipment.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the procedures for operating, inspecting, and maintaining assigned equipment.

Thorough knowledge of the traffic laws and regulations, as well as the occupational hazards and safety precautions necessary for the safe operation of motorized equipment, and for working in confined spaces.

General knowledge of the various types of pipes and fittings used in the construction and maintenance of utilities.

General knowledge of modern supervisory principles and practices.

Ability to safely and effectively operate assigned motorized equipment.

Ability to investigate and handle citizens' complaints with tact and diplomacy.

Ability to follow oral and written instructions, and the ability to complete and maintain a variety of records and reports.

Ability to perform heavy manual labor as required by the assignment.

Ability to plan and schedule work, and prioritize multiple demands on employees' time.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school and 5 to 7 years of experience in the operation of heavy motorized equipment; including some experience as a lead worker.

SPECIAL REQUIREMENTS

Possession of a valid Commercial Driver's License with endorsements for air brakes, combination vehicle, and tank vehicle issued by the Commonwealth of Virginia.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including tractors, front end loaders, excavators, compactors, bulldozers, etc., and hand tools including shovels, wrenches, torches, etc. Must be able to lift between 60-80 pounds, and be able to stand, bend, and stoop for a major portion of the day.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

Language Ability: Requires the ability to read blue prints, memorandums, safety and equipment manuals, and drawings. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized forms.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to add and subtract, multiply, and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using motorized machinery.

Manual Dexterity: Requires the ability to handle a variety of items such as motorized equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under varying levels of stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____