

Job Title:	Crew Leader I	Department/Loc:	Waste Water Collections
FLSA Classification:	Non-Exempt	Date Drafted:	June 2025
Reports To:	Superintendent of Field Operations		

Position Summary

The purpose of the class is to supervise water distribution and wastewater collection functions for the City. The class is responsible for the operation and maintenance of all related systems, equipment, lines and pumps throughout the City. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Responsible for the performance of tasks associated with service repairs such as uncovering service lines, meter boxes, connections and other utilities; cutting and repairing road surfaces; creating taps and installing comparative meters; performing backfilling and excavations; transporting equipment; pumping out meter boxes, etc.
- Organizes crews, equipment, tools and materials necessary for specific jobs.
- Inspects construction of new sewers and manholes to ensure conformance with specifications; performs water and sewer tap, and grease trap inspections.
- Directs workers in cleaning sewer lines, repairing broken sewer and water lines, and replacing worn and damaged parts; may assist workers in repairing breaks.
- Operates equipment and tools required for water and sewer line repairs/maintenance; maintains water valves, and hydrant flows.
- Ensures operation of equipment and tools are in compliance with appropriate safety guidelines and procedures; inspects repairs to ensure compliance and completion of work orders.
- Communicates with customers informing them of needed repairs.
- Prepares work orders for materials and projects; prepares incident reports.
- Maintains supply inventories; orders supplies as needed.
- Performs duties and responsibilities as necessary on an on-call basis after the normal shift has ended.

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires computing or performing arithmetic operations using data or information.

PEOPLE INVOLVEMENT:

Requires giving information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools, or equipment requiring moderate instruction and experience such as trucks, air compressors, sewer machines, jack hammers, backhoes, pipe saws and wrenches, tamps, asphalt roller and other equipment and tools required for water and sewer line repairs/maintenance.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem solving.

MATHEMATICAL REQUIREMENTS:

Requires performing addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures manuals and charts to solve practical problems such as assembly instruction for tools, and in drawing and layout work; composing routine and specialized reports, and forms, with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires performing technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED and formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver's license

Qualified Forklift Operator

Valid South Carolina driver's license

Qualified Crane Operator

Traffic Control Training

Qualified Competent (Safety) Person Training

EXPERIENCE REQUIREMENTS:

Requires a minimum of one year of crew member experience, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Mental & Physical Demands - ADA Guidelines

Requires heavy work that involves constantly lifting, shoveling and carrying and involves exerting between 35 to 50 pounds of force on a regular and recurring basis and exerting 100 pounds of force on a frequent basis. Must be physically able to get in and out of confined spaces.

Physical Demands

• Sit	Constantly	• Reach Above Shoulder	Frequently
• Walk	Constantly	• Climb	Occasionally
• Stand	Constantly	• Crawl	N/A
• Handling	Constantly	• Squat or Kneel	Occasionally
• Reach Outward	Constantly	• Bend	Occasionally

Lifting Requirements

• 10 pounds or less	Frequently	• 51-100 pounds	Frequently
• 11-20 pounds	Frequently	• >100 pounds	Occasionally
• 21-50 pounds	Frequently		

Pushing and Pulling Requirements

• 12 pounds or less	Occasionally	• 41 to 100 pounds	Occasionally
• 13 to 25 pounds	Occasionally	• > than 100 pounds	Occasionally
• 26 to 40 pounds	Occasionally		

Definitions

• <i>N/A</i>	Not Applicable	Activity is not applicable to this occupation
• <i>O</i>	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
• <i>F</i>	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
• <i>C</i>	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

JUDGEMENTS AND DECISIONS

JUDGEMENTS AND DECISIONS:

Requires being responsible to guide others requiring few decisions, affecting the individual and others in the general public; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures manuals, state and federal regulations, and charts to solve practical problems such as routine office equipment operating instructions, and methods and procedures for investigations, or in drawing and layout work; composing routine and specialized reports, forms and business letters, with proper grammar and format; speaking compound sentences using normal grammar and word form.



ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, moving machinery, electrical shock, heights, toxic/caustic chemicals, confined space.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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