



## **CITY OF CALEXICO**

**CLASS TITLE: CREW LEADER**

**MONTHLY: \$3,728 - \$4,532**

**RANGE: G-23**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, install, maintain, repair and upgrade the City water and sewer distribution systems and related facilities; train and provide work direction to assigned staff.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Install, maintain, repair and upgrade the water distribution system and related facilities.

Train and provide work direction to assigned staff.

Maintain City grounds including sidewalks, streets and lawns as necessary following water and sewer system work; prepare and install asphalt and concrete for repair work; paint lines and other markings as assigned.

Operate a variety of equipment including forklift, vector truck, dump truck and trailer, loader, backhoe, pipe threading device, jackhammer, air compressor and hand and small power tools; drive a vehicle to conduct work.

Install, repair and maintain water and sewer systems as required; install new mains, service hydrants, meters and valves as necessary.

Perform skilled welding and fabrication to water and sewer lines and related equipment; repair fences; design and fabricate fittings and equipment.

Perform routine or emergency work as necessary; shut down valves and reroute water and sewer flows as necessary.

Install valves, meters, hydrants and related items; remove, install and maintain pipes; flush water mains and clean reservoir as necessary.

#### **OTHER DUTIES:**

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Read maps, plans, specifications and other drawings as required; serve as inspector for job sites as assigned.

Communicate with other City departments regarding repairs and maintenance issues; perform minor carpentry duties as assigned.

Prepare and maintain a variety of records and reports.

Respond to emergency call-out as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Standards and techniques used in the operation and maintenance of water and sewer systems and related equipment.

Water and sewer distribution maintenance and repair.

Health and safety regulations and procedures.

Record-keeping techniques.

Principles and practices of training.

Oral and written communication skills.

Technical aspects of field of specialty.

**ABILITY TO:**

Install, maintain, prepare and upgrade the water and sewer distribution systems and related facilities.

Operate hand and power tools and other equipment used in grounds maintenance.

Train and provide work direction to assigned staff.

Learn City organization, operations, policies and objectives.

Communicate effectively both orally and in writing.

Observe health and safety regulations.

Work cooperatively with others.

Meet schedules and time lines.

Read meters.

Take inventory of parts and materials.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years experience in water distribution construction and maintenance of water and sewer or related systems and components.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

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**ENVIRONMENT:**

Outdoor work environment.  
Driving a vehicle to conduct work.  
Adverse weather conditions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate equipment.  
Bending at the waist, kneeling or crouching.  
Standing for extended periods of time.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to read a variety of materials.  
Lifting moderately heavy objects.  
Climbing reservoirs.

**HAZARDS:**

Working around and with machinery having moving parts.  
Working in cramped and restricted areas.  
Working with chemicals.  
Traffic hazards.