

# CREW CHIEF

**Department:** DPW  
**Divisions:** Water Distribution  
**Appointing Authority:** Director

**Grade:** 12  
**Revision Date:** 11/19  
**Bargaining Unit:** W

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## **Definition:**

Skilled, technical and responsible work in the operation and maintenance of City's potable water distribution system. Organizes and directs work activities and operation for assigned division. Performs skilled manual labor in the laying of pipe, repair of mains and services, replacement and repair of hydrants, valves and meters and all other work that is logical to the position as required. Responsible for instructing, directing and setup for a group of employees engaged in similar work.

## **Supervision:**

Works under the general direction and supervision of the Field Superintendent or Assistant Field Superintendent, but functions independently in accordance with departmental operating procedures, standards and protocols.

Responsible for supervising, instructing and directing up to eight (8) employees performing similar work.

## **Environment:**

Work is done under typical Dept of Public Works conditions indoors and in the field outdoors. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous machinery or substances including pavement and pipe saws, cutters, backhoes, pumps other tools and equipment requiring adherence to safety and usage protocol; may involve mechanical testing and service requiring adherence to safety and usage protocol.

Work conditions may involve walking and climbing on flat ground, uneven terrain or hills; work on ladders and staging; work in trenches, basements, crawl spaces; exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, gasoline or diesel fuels/fumes, paint fumes, traffic, noise; walking moderate distance; carrying and lifting requiring physical strength and endurance; exposure to hazardous conditions; crouching, kneeling, reaching, twisting, repetitive motion.

Has contact with employees, contractors and intermittently with the general public in answering questions, solving problems, receiving complaints, providing instructions, and supervising subordinates.

Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the city, damage to equipment or facilities, personal injury, injury to colleagues, danger to public health and safety as well as impact on employee morale, confusion and delay.

Must drive self and/or equipment to job sites and locations as necessary.

**Essential Functions:**

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Responsible for the operation, repair and maintenance of city water distribution system including replacement and repair of transmission lines, water mains, service lines, hydrants, valves, couplings and meters. Calculates and performs disinfection of water lines; flushing of mains and hydrants; collection of samples and flow testing.

Performs skilled manual work as necessary; operates heavy equipment as necessary including hydraulic loaders, tractors, compact loaders, boom truck, roadside mower, dump trucks and pumps; uses wide variety of hand and power operated tools and equipment as necessary.

Performs winter work as assigned including plowing, sanding, snow removal with equipment or manually; removal of ice and clearing of public ways.

Supervises and directs a work crew in performance of duties above. Insures proper safety gear is worn and safety protocol is followed on job sites under his/her direct supervision. Insures that all proper trenching, shoring and trench securing regulations are strictly adhered to.

**Minimum Qualifications:**

**Education and Experience:**

Graduation from high school or educational level sufficient to understand and follow specific verbal or written instructions as demonstrated by attainment of a high school or vocational school education or equivalency; six (6) years or more of relevant experience, or a combination that enables performance of all aspects of the position and ability to effectuate results for wide variety of problems in a particular type of work.

**Knowledge, Ability and Skill:**

Knowledge of principles and practices used in assigned area of responsibility; in the methods, techniques, equipment and materials related to operation of a municipal potable water distribution system. Understanding of technical aspects and reasons of job, including ability to read and interpret instructions; read and interpret prints and service cards; calculate pressure and hydraulic grades. Ability to communicate effectively orally and coordinate work so as to minimize loses and waste of material, time and productivity. Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, community representatives, and the general public. Aptitude for and ability to safely operate tools, equipment and vehicles utilized by the division and their general maintenance. Must have working knowledge for use of computers. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to perform strenuous duties as required.

Ability and knowledge of standard caution protocol in operating heavy equipment or handling chemicals or other toxic materials; utilization of proper shoring and trenching equipment; sanitary precautions.

Must work effectively and independently in situations where deviations and irregularities occur. Ability to inspect, analyze, evaluate, diagnose and correct basic vehicle, equipment and process failures; ensure safety and professional work standards are set and maintained.

**Physical Requirements:**

Moderate to heavy physical effort required to perform manual tasks requiring consistent physical strength and endurance for extended periods and possibly under adverse weather conditions. Normal working day involves walking, standing, sitting, leaning with moderate to frequent body movements such as reaching, crouching, bending, twisting and repetitive motions, grasping, pulling and pushing materials up to fifty (50) lbs; may involve sustained uncomfortable physical positions. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

**Special Requirements:**

Must possess valid Massachusetts Class B Operator’s License or equivalent from reciprocal State (CDL) with Air Brake Certification; applicable hoister’s license required for position ; any other licenses/endorsements as required by State or Federal law. Must possess Commonwealth of Mass Water Distribution System Operators license for the grade of the City’s potable water distribution system (Grade 3D). Must successfully pass CORI/ SORI checks; must pass pre-employment physical and drug screen pursuant to the DOT Regulations; must have an acceptable driving record and be insurable under city’s policy. Overtime hours may be required in unusual situations and emergencies.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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**Approved:**

EXECUTED 11/26/2019 AND ON FILE IN THE HR DEPARTMENT

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Human Resources Director

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Date

Revision History: 7/77, 11/09, 11/13, 8/15, 7/18, 11/19

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Department Head

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Mayor