

**CITY OF UNION GAP  
POSITION DESCRIPTION  
CREW LEADER - MAINTENANCE**

**Title:** CREW LEADER – SEWER/WASTEWATER DEPARTMENT  
**Department:** Public Works  
**Revision Date:** March 1, 2023  
**FLSA Status:** Non-Exempt

**CORE VALUE STATEMENT:**

The City of Union Gap will provide excellent public service and ensure the safety and wellbeing of our community and one another through the empowerment of each employee. We value integrity, inclusiveness, stewardship and communication. We are accountable to our community for innovative and collaborative efforts that anticipate needs, leverage resources and deliver solutions.

**GENERAL STATEMENT OF DUTIES:**

Under the general direction of the Public Works Operations Manager, the essential purpose of the Wastewater Crew Leader is to provide clear and precise direction to crew members, leads a team to efficiently and effectively manage the wastewater collection division in accordance with industry standards-of-care and best management practices.

The person in this role supervises two or more full time employees and is responsible for the daily planning, scheduling, coordinating, technical advising and customer service functions associated with the operations, maintenance and repair of the infrastructure involving collection of wastewater and lift stations, including all appurtenances such as pumps, valves, meters, piping and manholes.

Responsible for conducting and implementing requirements of the industrial pretreatment program in accordance with Federal, State and local regulations to control wastewater discharges of industrial users of the City sewerage collection system. Performs technical work collecting wastewater samples and inspecting pretreatment facilities. All testing and sampling is done under guidelines set by state and federal regulators and in accordance with City Standard Operating Procedures.

Operating a varied and complex group of medium to heavy equipment. Assists with planning job/project costs; tracks materials, equipment and labor costs to appropriate jobs; Monitors safety on assigned projects and worksites. Responsible for ensuring operational/safety inspections and routine servicing is completed on all equipment. Participates at the journeyman level in operation, maintenance and repair of City facilities. Performs related work as required. Work hours are varied and may include evenings and weekends, participates in an On-call roster.

**DISTINGUISHING FEATURES OF THE CLASS:**

A Crew Leader performs skilled journeyman-level tasks involving equipment operation, maintenance, construction and other related work. A Crew Leader serves in a lead capacity with responsibility for training, supervising and directing personnel in the operation, maintenance and repair of City facilities. Must demonstrate an ability to work independently with minimal supervision. Must plan the details necessary to carry out assignments, to use considerable initiative in identifying and resolving problems; and performs related work and weekend and overtime work as required.

A Crew Leader is distinguished by acting in a lead capacity; training, supervising and directing the work of personnel; planning and making work assignments; developing equipment specifications; and making higher-level decisions. May be required to perform any work ordinarily performed by a general Maintenance employee.

**ESSENTIAL DUTIES:**

Leads crews in completing assigned maintenance projects and programs. This includes: directing crew in completion of tasks, evaluating project site conditions prior to and after completion of project, estimating materials and time needed, coordinating traffic control, answering citizen concerns, monitoring use of equipment, training employees in proper work equipment operation and safety techniques.

Participates in scheduled and unscheduled work assignments; ensuring work site safety for personnel and public; instructing employees in proper work methods and standards; coordinates with, supervisors, contractors and other public work and utility officials to gather the appropriate information needed to plan jobs. Effectively utilizes the information gathered, assists the Operations Manager in identifying the equipment, materials and personnel needed to complete the various jobs.

Ensures job site traffic control plans are implemented and maintained per Manual on Uniform Traffic Control Devices standards; conducts job-specific safety meetings; monitors job sites for compliance with applicable safety processes and procedures; ensures all personnel in the work zone are supplied with and utilizing appropriate personal protective equipment; inspects equipment and facilities to identify potential or existing hazards.

Plans, organizes and manages a wastewater pretreatment program. Review and analyze industrial wastewater monitoring reports submitted by industries. Coordinate and implement industrial sampling, inspections, and analysis. Meet with industrial representatives to discuss specific problems and solutions.

Compliance investigation; Responsible for checking facility grease traps/interceptors, grit traps/interceptors, and oil/water separators for Fats, Oils, and Grease (FOG) levels. Test and sample industrial users' wastewater discharge by using a sampling unit that will be lowered into a manhole or a manual grab sampler. Compare results to appropriate standards and advise supervisor or designated personnel of any exceptions.

Train team members on all aspects of industrial waste and pretreatment systems, collecting samples, operating and maintaining sampling equipment, and performing other work as required.

Provides verbal and written reports to superiors concerning the status of work projects; maintains daily work records; makes recommendations concerning maintenance and system improvements; assists in preparation of the annual budget.

Assists in evaluating employee performance and makes recommendations for personnel actions consistent with City policies. ; monitoring and providing feedback on employee performance. Oversight and monitoring crew work quality; ensuring adherence to time schedules and safe work practices

Investigates and resolves problems relating to trouble calls and complaints.

Performs related work and weekend and overtime work as required, participates in an on-call roster.

Maintains work logs; tracks materials and costs for charge back purposes.

Requires regular and reliable attendance.

Performs other duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

1. Graduation from high school education or GED equivalent;
2. Four (4) to (5) years of experience relating to wastewater, wastewater pretreatment programs, construction, installation, maintenance and repair of wastewater facilities, or related facilities, and experience in a lead or supervisory capacity;
3. Any equivalent combination of education and experience.

***Certifications/Endorsements/Licenses:***

1. Must possess or obtain a valid, CDL Class B unrestricted Washington State Driver's License;
2. Must possess or obtain the following within six (6) months: flagging, first aid and any other appropriate certifications as required by law, ordinance or department regulations.
3. Consideration will be given to candidates possessing at least one (1) of the following listed endorsements and shall obtain the remaining endorsement within 12 months of hire:
  - a. Competent person training in trenching, shoring and excavation;
  - b. Competent person training in asbestos cement pipe handling;
  - c. Other skills or certifications required by regulation.

**NECESSARY KNOWLEDGE AND ABILITIES:**

Demonstrate computer proficiency, to include enterprise software applications, Microsoft Office, Outlook, Word and Excel.

Crew leaders may operate the heavier and more complex equipment on a projects and must be knowledgeable and proficient in equipment use and capabilities.

Knowledge of equipment, facilities, materials, methods and procedures used in underground utility maintenance, construction and repair activities; knowledge of materials and supplies used in building and grounds maintenance; knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions;

Ability to work safely and to use equipment and tools properly and safely; knowledge of safety procedures; ability to plan, schedule, organize, direct and supervise the work of maintenance and construction crews and to delegate effectively to others;

knowledge of supervisory and personnel management techniques; ability to establish and adjust work procedures; ability to perform material quantity calculations; ability to explain and relay information to subordinates in an effective manner conducive to maintaining productivity and morale; ability to train personnel in safe equipment operation and methods and procedures; ability to resolve public complaints effectively and courteously; ability to accurately complete reports; ability to establish and maintain effective and harmonious working relationships with co-workers, supervisors, City officials, and the general public.

Must demonstrate competency in the operation of, and training for the operation of the following equipment: Vactor Truck; Enclosed Systems Camera; Backhoe, Dump truck.

Ability to communicate effectively, verbally and in writing, and to understand and carry out written and oral instructions.

Ability to work effectively with fellow employees.

Performs other related duties as assigned.

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

Wastewater Sampling equipment, plumbing, rodding equipment, tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turn maintenance, carpentry, painting, electrical and cement finishing work.

**PHYSICAL DEMANDS:**

Work is primarily outside with occasional work in an office environment sitting at a desk or computer terminal for periods of time. Continuous use of both hands in reaching/handling/ grasping/fingering while performing duties. Frequently lift or move up to 25 pounds. Occasional heavy work includes lifting and carrying up to 50 pounds. On occasions may be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds; operating heavy vehicles, equipment and machinery. Occasionally ascends/descends stairs, ladders, and inclines while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs, maintenance items and other duties as assigned. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May work at heights, alone, with others, or in noisy work area. May require constant moving, sitting or standing for excessive periods of time. May work outside in all weather extremes, be exposed to water, ice, mud, dust, smoke, asbestos cement pipe, noxious odors, fumes, chemicals, raw sewage, uneven surfaces, slick surfaces, and/or traffic. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works in vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work may occasionally be performed in emergency and stressful situations. The employee frequently works near moving mechanical parts, precarious places and is exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk or electrical shock, and vibration. The employee may occasionally work in or near confined areas with limited visibility.

The noise level in the work environment is usually moderate to loud around apparatus and equipment.

**UNUSUAL WORKING CONDITIONS:**

Exposure to variety of hazards within a waterwater collection system, adverse weather conditions and traffic hazards, loud noises, dust, fumes, toxic materials and extremely hot liquid or mixed asphalt. Shift work may be required. May be subject to emergency call-outs at any time. Shall be subject to random controlled substance and alcohol testing, pursuant to Department of Transportation (DOT) regulations, including 49 CFR Part 40 and Section 382 of the Federal Motor Carrier Safety Regulations.

**LICENSES, REGISTRATION & CERTIFICATES:**

The Wastewater Collection Crew Leader will be encouraged and supported in career development including the gaining of wastewater certifications, cross training and certification, and leadership and management training.

Must possess and maintain a valid Washington State Driver's License and a valid Washington State Commercial Driver's License (CDL) with a Class A endorsement at the time of appointment. Must possess and maintain a Basic First Aid/CPR Certificate and Traffic Flagging Certificate within six (6) months of appointment.

**SELECTION GUIDELINES:**

Formal applications, review of education and experience, skill assessment, and oral interview. Reference check; and background investigation; medical examination; drug screening; physical agility test; and job related tests may be required.

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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.