



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

UTILITY MAINTENANCE CREW LEADER

General Statement of Duties

Performs responsible semi-skilled and skilled work leading a team in the installation, replacement, repair, and maintenance of water and sewer lines, meters, and appurtenances and inspection and maintenance of water and wastewater pumping stations.

Distinguishing Features of the Class

An employee in this class leads and participates in a variety of semi-skilled and skilled work as a leader or member of a crew engaged in the construction, installation and repair of water and sewer lines, meters, hydrants, valves, and other appurtenances. Work involves constructing new lines, installing water and sewer taps, installing new water meters and meter boxes, installing hydrants, meters, and valves, and making repairs to the water distribution and sewer collection systems. The Utility Maintenance Crew Leader also inspects, maintains, and repairs water and wastewater pumping stations. Other tasks include providing field customer service to check water leaks and high usage complaints, connect and disconnect service, maintaining hydrants and valves; troubleshooting; locating water lines for other contractors; clearing water line easements, and related tasks. Employee is subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Employee is also subject to on-call and call-back work. Work may be subject to the final OSHA standards on blood borne pathogens. Work is performed under regular supervision of the Public Services Director and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks:

- Leads and participates in a team or small crew to make water and sewer taps and install service, repair lines, and provide field customer service; operates a backhoe to dig to mains or laterals; installs meters.
- Leads and participates in the inspection, maintenance and repair of water and wastewater pumping stations including mechanical, plumbing, electrical, and some electronic maintenance work.
- Leads and participates in operating tapping machines to make taps and service connections; sets meter boxes and meters.
- Leads and participates in the construction of new water and sewer lines; lays pipe; repairs and replaces lines and related facilities including hydrants and valves.
- Leads and participates in rights-of-way clearing.

- Leads and participates in inspection of sewer lines and elimination of blockages, raising and repair of manholes, and smoke testing of new lines.
- Leads and participates in line locations for other utilities and contractors.
- Installs, services, and tests water meters and meter yokes.
- Operates loaders, back hoes, track hoes, tractors, dump trucks, air hammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, and boring machines.
- Connects and disconnects water service; reads meters; inspects service for leaks; flushes hydrants when needed; locates water lines to avoid damage by other contractors or utilities.
- Installs hydrants, meters, valves, clamps, and related pipeline apparatus; sets meter boxes; repairs and replaces fire hydrants; tests meters.
- Meets with citizens and contractor to explain Town policies and procedures and solve problems.
- Trains new workers; provides technical performance coaching and feedback, guidance and leadership to crew members; insures proper work methods and safety practices.
- Leads and participates in maintenance and minor repair of tools and equipment; insures that proper tools and equipment are taken to the work site to avoid work delays.
- Prepares records of work activities; enters work orders into database; reviews maps and blue prints; insures maps are updated with changes during construction.

Additional Job Duties:

- Fills in for co-workers in their absence.
- Performs other related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Considerable knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines and appurtenances.
- Considerable knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair, and replacement of utility lines and appurtenances.
- Considerable knowledge of the use of construction equipment and common hand and power tools.
- Considerable knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Considerable knowledge of the hazards and safety precautions required by the work.
- Knowledge of mechanical, plumbing, electrical, and some electronic maintenance of pumping stations.
- Working knowledge of the application of information technology to the work unit.
- Working knowledge of the Town's water and sewer customer service policies and procedures.
- Skill in the operation of heavy construction equipment, collaborative conflict resolution, and customer service.
- Ability to establish and maintain effective working relationships with supervisors, co-workers and the general public.
- Ability to read utility line maps and operation and service manuals, to understand and follow oral and written instructions, and to prepare records of work activities.
- Ability to solve problems in maintenance, repair, and customer service.
- Ability to maintain records of work activities.
- Ability to provide positive leadership, orientation of new employees, to inspire teamwork, provide training, coaching, and feedback to assigned staff.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.
- Must possess the visual acuity to operate mobile equipment such as loaders and dump trucks in a safe manner to fit pipes and other parts, read gauges, and make written records.

Desirable Education and Experience:

Graduation from high school and considerable experience in maintenance or construction of water or related utilities; or an equivalent combination of education of experience.

Special Requirements:

- Ability to obtain a valid Class B North Carolina Commercial Driver's License within six months of hire.
- Possession of a Grade C well operator certification, Grade C water distribution system operator certification and/or Grade II wastewater collections system operator certification.

The salary range for this position is \$32,609-\$50,514. This is a salary grade 9.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application*. It is preferred that all completed and signed Employment Applications be submitted via email to lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.