



## County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

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**Position:** Utility Maintenance Crew Leader/Water Utility Operator

**Department:** Water Department

**Reports To:** Director; Water Superintendent

**Location:** Max Meadows

**FLSA Status:** Non-exempt

**Full-time/Part-time:** Full-time

**Seasonal:** No

**Posted Until:** Until Filled

### Summary

Under the direct supervision of the Water Superintendent, as crew leader, complete assigned work orders and tasks, including but not limited to construction and repair work as required; supervising and participating in the installation, maintenance, repair and/or construction of municipal water and sewer utility lines and related appurtenances. Perform water distribution and water operator duties as assigned; obtaining or having thorough knowledge of water distribution systems; possess or ability to obtain Class 5 water license issued by the State of Virginia within twelve months.

Work is performed under the limited supervision of the Water Superintendent and Director of Public Utilities. Continuous supervision is exercised over assigned Utility Maintenance Workers as required.

### Work Schedule

- Monday – Friday 7:30 a.m – 4:30p.m.
- Rotating On Call duty
- Emergency on-call and call-outs as necessary

### Essential Functions

- Supervises and participates in the work of semiskilled and skilled workers in the installation, repair, maintenance or construction of water and sewer lines and facilities.
- Set up VDOT traffic work zones in accordance with VDOT requirements.
- Locates water and sewer lines to meet Miss Utility requirements.
- Read water meters, trouble shoot and make meter repairs.
- Perform preventative maintenance duties on water system as assigned.
- Operates water distribution system ensuring state standards are met for distribution system water quality.
- Coordinates ordering of supplies and maintains inventory; maintains records; prepares reports as needed.

- Identifies and coordinates water distribution assets and operational needs with Superintendent.
- Maintains assigned equipment and vehicles by performing maintenance and preventive maintenance.
- Operates Backhoe, front end loader, dump trucks, jackhammers, tampers, tapping machines, air compressors, battery powered equipment and hand tools.
- May be required to work outside normal work hours in on-call and emergency situations.

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of repair, maintenance and construction of water and sewer lines.
- Thorough knowledge of the tools, materials and equipment used in such repair work.
- Thorough knowledge of the occupational hazards and safety precautions of the work.
- Thorough knowledge of water and sewer line pipe specifications and ability to identify such assets in the field to make correct repairs.
- Ability to assign and supervise the work of assigned personnel.
- Ability to repair equipment.
- Ability to prepare basic reports.
- Ability to perform basic computer data entry.
- Ability to read and interpret water and wastewater engineering record drawings.
- Mechanical aptitude.
- Ability to establish and maintain effective working relationships with coworkers and the public.
- Be self-motivated and have a team player attitude.

### **Education and Experience**

- High school diploma or GED.
- Considerable experience in water and/or sewer line construction, repair, and maintenance work.  
OR
- Equivalent combination of education and experience.

### **Special Requirements and Job Development**

- Possession of VDOT Flagger and CPR/First Aid certifications upon employment.
- Completion of Work Zone Safety, Confined Space and Erosion & Sediment Control training upon employment.
- Valid driver's license.
- Presently hold or be able to obtain commercial driver's license with Class A endorsement in the Commonwealth of Virginia.
- Presently hold or obtain a Class V water operator license within State of Virginia.
- Employee must possess an acceptable and safe driving record.

### **Physical Requirements**

- This work requires the frequent exertion of up to 50 pounds of force.
- Occasional exertion of over 100 pounds of force.

- Work frequently standing and walking and occasionally requires sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions.
- Work requires close vision, distance vision, ability to adjust focus and color perception.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires viewing and analyzing SCADA telemetry data.
- Work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly, or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

*This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.*

*As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.*