

***** AN EQUAL OPPORTUNITY EMPLOYER *****

CITY OF KAUFMAN

JOB OPPORTUNITY ANNOUNCEMENT

CLASS TITLE: Crew Leader
DEPARTMENT: Water/Wastewater
SALARY: \$29,529
CLOSING DATE: Friday, September 17, 2010

JOB SUMMARY:

Under general direction, supervises, leads, and directs small crews engaged in the maintenance, repair and construction of water distribution and wastewater collection systems; directs personnel and equipment to accomplish assigned work; and does related work as required.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. ON CALL as described in the City Fair Labor Standard Act Compliance Policy Section 6-6.03C.
2. STANDARDS of the W/WW Department require that ON CALL employees SHALL reside within a reasonable distance where an emergency response SHALL not exceed thirty (30) minutes.
3. OPERATES all light and heavy equipment.
4. ASSISTS and COMMUNICATES effectively with supervisor in the planning and assigning work.
5. MONITORS productivity of crew.

6. SEE that necessary and proper materials, tools and equipment are taken to the work site in an efficient and orderly manner.
7. ASSISTS in training and disciplining of personnel.
8. INSPECTS new additions to water and wastewater system.
9. IMPLEMENTS and ENFORCES safe work conditions, department rules, policies and special orders.
10. UTILIZES proper decision making skills and work ethics related to construction, repair and maintenance of water and wastewater system.
11. SCHEDULES maintenance and keeps updated maintenance records of vehicles, equipment and tools.
12. READS and UNDERSTANDS, written and oral job instructions, surveying grades, maps and drawings.
13. DRIVES to various locations to supervise, assist and/or inspect work.
14. WORKS in trenches and confined spaces, using proper safety equipment.
15. USES good judgment to work and use equipment safely.
16. WALKS, CLIMBS, CRAWLS AND KNEELS for extended periods of time.
17. LIFTS and CARRIES up to 100 lbs; PULLS, PUSHES or DRAGS up to 150 lbs.; Of water and wastewater equipment and/or materials.
18. SITS or STANDS for extended periods of time while supervising, working or completing reports.

19. WORKS INDOORS and OUTDOORS in extreme temperatures, including heat, cold, temperature swings and inclement weather.
20. SOME exposure to electrical, mechanical and toxic hazards, using proper safety equipment and precautions.
21. SERVES on standby crew and works with other water and wastewater crews as needed.
22. COMMUNICATES effectively and courteously with other City employees and the public.
23. OTHER duties as required.

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND OR LICENSES

High School Diploma or GED; Texas Drivers License, Class C; Grade C water distribution and Class II wastewater collection certification as mandated by the appropriate state agency.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Three years experience in maintenance, construction and operation of water distribution and wastewater collection system including one year as a heavy equipment operator; knowledge of materials, equipment and methods employed in the water/sewer main construction and maintenance; knowledge of trench preparation, construction of manholes and clean-outs; experience in organizing, planning and supervising the work of others; knowledge and experience in reading and interpreting engineering drawings, plans and specifications; knowledge of record keeping and writing reports; experience in leading, directing and communicating effectively with the public and other City employees.

EMPLOYEE BENEFITS

The City of Kaufman offers to its full time employees sick leave, vacation and paid holidays each year; paid employee health insurance, with health reimbursement account, with optional family coverage; life insurance; worker's compensation coverage; deferred compensation plan; Section 125 Flexible medical plan; and a retirement system plan.

HOW TO APPLY:

Applications must be submitted on the City's "**Application for Employment**" form, which is available from and returnable to:

**CITY OF KAUFMAN
ATT: CITY SECRETARY'S OFFICE
209 SOUTH WASHINGTON
KAUFMAN, TX 75142**

THE CITY OF KAUFMAN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR PROVISIONS OF SERVICE.

ALL APPLICANT INFORMATION SUBJECT TO VERIFICATION.