

**City of Centerville
Job Description**

Job Title: Equipment Operator/Crew Leader
FLSA Status: Non-Exempt
Reports to: Assistant Utility Supervisor
Revision Date: 02/2025

Department: Water and Sewer

JOB SUMMARY:

The purpose of this position is to safely and efficiently operate heavy and light equipment to ensure the satisfactory performance of assigned duties. The incumbent also oversees a work crew completing a variety of tasks within the field.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains and repairs water and sewer lines within the City of Centerville.
 - Repairs city roads and streets after road cuts are completed or after the detection of potholes.
 - Handles hazardous chemicals in the treatment of water and sewer.
 - Locates underground pipes, cables, and lines.
 - Supervises up to 10 people in the field.
 - Operates and maintains heavy and light equipment.
 - Tap water mains, install meters, maintains and services wells, repairs streets and roads, cuts grass, installs and repairs street signs.
 - Assists with water service work orders.
 - Communicate well with other City Employees.
 - Ability to maintain sewer lift stations and diagnose/repair as needed.
- All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of handling hazardous chemicals.
- Knowledge of best management practices for work related to water, wastewater, and street improvements.
- Knowledge required to maintain heavy equipment.
- Skill in utilizing tools required to perform necessary functions within the Water and Sewer Department.
- Ability to operate heavy equipment.
- Ability to locate underground utilities when requested.

- Ability to supervise a crew of laborers on a variety of tasks.
 - Ability to communicate effectively with other city personnel.
- Knowledge of basic electricity

MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Equipment Operator/Crew Leader shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of the high school or its equivalent. Additionally, the incumbent should possess a minimum of three years of experience in a public utility or similar position. The incumbent must possess a valid Georgia Driver's License with the ability to obtain and maintain a Class A CDL License.

SUPERVISORY CONTROLS AND RESPONSILITIES:

The Equipment Operator/Crew Leader supervises Laborers up to a crew of 10. The Equipment Operator/Crew Leader reports directly to the Assistant Utility Superintendent.

TRAVEL:

The Equipment Operator/Crew Leader may be required to travel to meetings held throughout the state in order to receive state certification for flagging traffic or other certifications deemed necessary. The Equipment Operator/Crew Leader must possess and maintain a valid driver's license and must have access to reliable transportation.

GUIDELINES:

The Equipment Operator/Crew Leader utilizes regulations and data set forth in accordance with the City of Centerville Personnel Manual, and City Council guidelines, and applicable federal, state, local laws. The Equipment Operator/Crew Leader must pass a pre-employment drug test, as well as random drug testing.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and other documents. Ability to speak effectively to direct the work of others.

MATHEMATICAL SKILLS:

Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages.

COMMUNICATION SKILLS:

Must be able to communicate orally and in written form in order to give or obtain information and provide service. Contacts are typically made with the general public and other city employees.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with complex problems in non-standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to stand, sit, stoop, bend, lift, or carry heavy objects up to and exceeding 50 pounds.

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 these essential functions. The work environment is outdoors where the employee may be exposed to a wide variety of elements. Some tasks may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substance.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ *Date:* _____

Supervisor's Signature: _____ *Date:* _____