

CLASSIFICATION SPECIFICATION**CITY OF AVON**

An Equal Opportunity Employer

TITLE: Utilities Crew Leader**Page 1 of 2**

JOB RESPONSIBILITIES: Under direction, assists the Superintendent and Assistant Superintendent with the planning for and maintenance of the City's water and sanitary sewer systems; inspects water and sewer lines to ensure proper installation; receives and resolves service complaints; supervises other personnel during absences of the Superintendent **or Assistant Superintendent** or as otherwise assigned.

Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education (high school or GED), plus **five (5)** ~~three (3)~~ years' experience in the installation, maintenance, and repair of water and sanitary sewer systems, or equivalent; must be able to qualify for and remain insurable under the City's vehicle insurance policy.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must possess **and maintain** a **valid** Class ~~A B~~ Commercial Driver's License (CDL) with a tank vehicle endorsement; a Class I Certification in Wastewater Collection, and a Class I Certification in Water Distribution; **a Class I Wastewater Treatment, Class II Certification in Wastewater Collection, Class II Certification in Water Distribution, Class II Certification in Water Supply preferred; OTCO Backflow certification required or must obtain within one year of hire / promotion date.**

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
50-65	1. Assists with the planning, scheduling, and maintenance of the City's water and sanitary sewer systems including pump stations, lift stations, waterlines, sewerlines, etc.	1. Knowledge of (1) safety practices and procedures, (2) division policies and procedures,* (3) water and sanitary sewer system installation, maintenance, and repair, (4) traffic laws governing equipment operations, (5) lift station and pump station maintenance - including but not limited to electrical, mechanical, and hydraulic components; ability to (6) interpret a variety of instructions in written, oral, picture, or schedule form, (7) deal with problems involving several variables within familiar context, (8) define problems, collect data, establish facts, and draw valid

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		1. (continued) conclusions, (9) exercise independent judgment and discretion, (10) develop and maintain effective working relationships, (11) perform heavy manual labor for extended periods of time in often adverse conditions, (12) travel to and gain access to work site; skill in (13) light and heavy motorized equipment operation, (14) use of bench and/or hand tools.
10-15	2. Receives and responds to complaints or inquiries related to water or sanitary sewer system services; interacts with contractors involved in water and sewer installations and connections.	2. Knowledge of (2),* (3), (5); ability to (6), (7), (8), (9), (10), (15) communicate effectively, (16) resolve complaints
10-20	3. Inspects the installation of water and sanitary sewerlines in order to ensure projects are completed in accordance with proper standards and procedures.	3. Knowledge of (1), (2),* (3), (5), (17) utility installation inspection techniques; ability to (6), (7), (8), (9), (10), (12).
5-10	4. Supervises other division personnel during absences of the Superintendent, Assistant Superintendent , or as otherwise assigned by the Superintendent.	4. Knowledge of (1), (2),* (3), (4), (5), (17); ability to (7), (8), (9), (10), (12), (15).
5-10	5. Prepares and maintains records, reports, and other documentation (e.g., EPA reports, records of permits issued, etc.).	5. Knowledge of (2),* (3); ability to (6), (7), (8), (9), (18) prepare accurate documentation, (19) maintain records according to established procedures.

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Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date _____
{1/6/2022 00275299.DOC }