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**Parker Sewer & Fire Subdistrict  
Wastewater Collection Systems Department**

*(CC I or II) Construction Crew Construction Crew Leader*

**GENERAL STATEMENT OF JOB**

Under limited supervision, supervises and coordinates crewmembers involved in the construction of new and replacement sanitary sewer infrastructure from engineering plans and specifications. Rehabilitates existing systems and performs maintenance and repair as needed. Operates and utilizes a variety of excavation and earth moving equipment, dump trucks, vehicles and various accessories. Operates and maintains special trenchless pipe replacement equipment, manhole/wet well coating equipment, grout sealant pumps, bypass pumps and trench safety shields. Trains crew members in the safe and efficient use of all equipment assigned to the crew. Tracks crew time, material and equipment usage for all work-related activities and processes a variety of work reports. This position reports to the Operations Supervisor or in their absence to the Operations Manager, Wastewater Superintendent.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Supervises and coordinates activities of crew members which involve assisting the Operations Supervisor and/or instructing; assigning and reviewing work; planning; maintaining standards and coordinating activities. Prepares and processes accident reports, work reports, field drawings, testing forms and inventory check lists.

Operates and utilizes various equipment, machinery and tools including excavators, backhoes, loaders, tractors, pumps, dump trucks, service vehicles, compactors, trench boxes, pipe laser equipment, automatic levels, boring and pipe bursting equipment, chemical sealing pumps, Cementous lining equipment, gas monitors, ventilators, line cleaning equipment and other related equipment.

Provides training and instruction to crewmembers in the proper and safe operations of tools and equipment used in the performance of work tasks.

Oversees and performs various general maintenance and construction tasks including line and manhole installation/replacement; valve installation; line and manhole testing; setting and checking elevations and grades using automatic levels and grade rods and checking alignment/placement using practical and accurate measurement techniques; moving and loading materials; setting-up bypass pumping operations and assists with material take-off's on assigned projects.

Assists with Sanitary Sewer Evaluation Studies by performing smoke and dye testing and inspecting manholes for defects; completes study documentation and records as specified.

Receives, review and processes various documents and records including work orders, production reports, material specifications, policy manuals, MSDS Sheets and requisitions for tools, parts and materials.

Oversees and performs preventive maintenance activities on assigned equipment and reports problems requiring repair or correction.

Assists with various related duties including responding to emergency call duty and assisting with departmental housekeeping chores.

Performs and supervises confined space entry tasks as necessary to complete required work.

Must have effective oral and written communication skills, tact, and diplomacy when dealing with the general public and wastewater collection associates.

Performs administrative office duties to include answering phones, general filing and processing of various documents (i.e. SSO Reports, Daily Production Logs, Generating/Updating SOPs, Absentee Notices etc.)

Provides training/cross training to crewmembers/co-workers on equipment, procedures/SOPs and safety as necessary while attending all required departmental meetings and training/seminars.

Provides (SMC/LCC/ROW) support on an as needed basis.

Assists with departmental facilities housekeeping chores; responds to emergency call duty as necessary and performs related duties and tasks as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or equivalent with two (2) years of general construction experience with an underground utility system, or experience in the operation of various equipment such as tractors, excavators; landscaping, cutting timber, bush hogging and leadership experience or any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform satisfactorily on a daily basis. Must possess a valid South Carolina commercial driver's license or be able to acquire this within first six months of employment.