



Water and Sewer Crew Leader

Summary & Scope of Responsibilities: Oversee the installation, repair and maintenance of water and sewer lines, wells, pump stations and appurtenances.

Essential Tasks & Responsibilities:

- Lead and assist with the installation, repair and maintenance of water and sewer lines, wells, pump stations and appurtenances.
- Lead and assist with emergencies and customer calls.
- Lead and assist with overflows and backups.
- Lead and assist with cleaning and inspection of sewer lines, grease traps, pump stations, and associated devices and structures.
- Lead and assist with water and sewer taps.
- Lead and assist with the installation of water meters, fire hydrants and valves and related maintenance.
- Ability to establish and maintain a cooperative working relationship with others.
- Perform recordkeeping as necessary.
- Mandatory on call and/or emergency assistance required on an as needed basis.

Other Responsibilities & Tasks: Other duties as assigned by the Utilities Systems Supervisor, Water and Sewer Department.

Expected hours & Travel: Regular hours required consists of 7:00am-3:00pm Monday-Friday.
Mandatory on call and/or emergency assistance required as on an as needed basis for Water and Sewer Crew Leader.

Required Education & Experience:

- High School Diploma or GED.
- Valid Virginia driver's license.
- Requires courtesy, discretion and sound judgement when interacting with the public.
- Ability to understand and follow oral and written instructions.
- Ability to read meters and charts accurately and maintain records.
- Detailed knowledge of water and sewer.
- Knowledge of the occupational hazards of the work and of the necessary safety precautions.
- Knowledge of and ability to operate pneumatic tools, machinery and equipment.

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.