



CITY OF TEMPLE, GEORGIA

Job Description

Job Title: Crew Chief
Department: Public Works
Pay Grade: 15

Major Function and Purpose: The Public Works Crew Chief is a full-time FLSA non-exempt position. This position is responsible for performing various tasks and responsibilities for the Temple Public Works Department.

Essential Job Functions for Crew Chief

- Supervises the collection of data from water meters; repair and replace meters as needed
- Supervise the collection of data from wastewater lift stations; performs preventative maintenance and repairs as needed.
- Inspects and/or supervises the maintenance of MS-4 System
- Inspects, maintains, and tests for Fats, Oils and Grease in the Sanitary Sewer System
- Performs trouble shooting on lift station panels to determine necessary repairs and implement them.
- Operates heavy equipment such as rubber tire backhoes, dump trucks, bush hogs, and other equipment as necessary.
- Handles all information technology and related duties for the Public Works Department. This is to include Senses radio read water meter repairs and programming, SCADA interrogation and programming, Flow-Link Wastewater Monitoring System installation, programming, and data retrieval, the Georgia Underground Utilities Protection Reporting System, setting up of departmental email accounts, and being responsible for the Public Works Department web page located on the City's website
- Evaluates the water distribution system and the wastewater collection system to determine necessary repairs and replacements as well as performs preventative maintenance as needed.
- Performs utility locates on water and sewer lines within the City limits.
- Monitors the Supervisory Control and Data Acquisition (SCADA) system on a regular basis to monitor any changes in the wastewater collection system and makes recommendations for necessary repairs.
- Carries out work orders for new water accounts, executes shut-off water orders, and performs leak checks on water services.
- Assists the Public Works Director with researching and drafting ordinances, resolutions, proposals, incident reports and any other official correspondence as necessary.
- Assists the Public Works Director with overseeing some aspects of ongoing projects and personnel within the department when delegated.
- Performs other related duties as assigned by the Public Works Director.



Additional Job Functions

- Proficient knowledge of City streets and safety policies and procedures.
- Proficient knowledge of various hand and power tools such as wrenches, pliers, ratcheting pipe cutters, circular saws, demolition saws, and any other tools as necessary.
- Proficient ability to read and understand road maps, comprehensive utility maps, and blueprints.
- Skill in oral and written communication and the ability to carry out basic and advanced written directions without supervision.
- Ability to safely operate heavy equipment and city issued service vehicles. Ability to operate both power tools and hand tools safely and efficiently.
- Working knowledge of lift stations and control panels.

Physical Demands

- The employee must be able to lift and/or move up to 50 pounds.
- Work is performed in outdoor and office settings. Job duties fluctuate based on daily needs within the department, and employee will fill in where necessary.
- The employee is required to stand, walk, use hands to handle, feel or operate objects, tools or controls on equipment, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, talk, hear and smell.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth vision and the ability to focus and operate a motor vehicle at night.

Work Environment: The work is typically performed outdoors on City streets and roads. The employee is exposed to dust, dirt, grease, contagious or infectious diseases, and irritating chemicals. The employee will be exposed to oncoming traffic when performing certain tasks. The work may require the use of protective devices such as masks, goggles, gloves, safety vest and any other Personal Protective Equipment as needed.

Hours and Work Schedule: The employee will be required to work 40+ hours a week, 8 hours a day and the normal work week will be Monday through Friday. The employee is required to be available for 24 hours on call emergency requirements. The employee must notify their direct supervisor when the occasion arises that he/she will not be available for an after hour's emergency call-in. The employee must be available to work weekends and holidays as City needs require and must be available for duty during natural disasters and in crisis situations as needed and directed.



Minimum Qualifications

Education and Experience

- High School Diploma, ability to read, write and perform advanced mathematic calculations.
- Must possess a valid Georgia Driver's License, ability to acquire a CDL
- Knowledge of various brands and types of wastewater lift stations and components to include: control panels, float switches, fuses, starters, relays, submersible pumps, check valves, and any other related equipment.
- Knowledge of water distribution system repairs and wastewater collection system repairs
- Minimum one year heavy equipment operation experience
- Georgia Environmental Department NPDES
- Trench Safety Training and Certification (Competent Person)
- Possession of a Valid Georgia Commercial Driver's License
- First Aid and CPR Training Certification
- Basic computer literacy to include windows based programs and internet based interrogation systems (SCADA). The ability to understand various computer programs with little to no instruction.
- Proficient in Microsoft Suite

Applications are available on the City's website: www.templega.us and at Temple City Hall, 240 Carrollton Street, 8:00 a.m. to 5:00 p.m. Monday through Friday. City Hall: 770/562-3369. (The City of Temple will evaluate each application upon its receipt and will interview selected candidates at a time and date determined by the City.) -- Return completed application to City Hall (240 Carrollton St. Temple, GA 30179), Attention: Kristin Etheredge or email to ketheredge@templega.us.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.