

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Crew Chief (Wastewater)**

**Department: Wastewater**

**Pay Grade: WWFG.06N**

**Supervision Received From: General Supervisor**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 5/01/24**

**Revision Dates: 4/1/25;**

**1/28/25; 8/27/24**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification drive and operate vector trucks, jet trucks, easement machines and other equipment with specialized functions that involve the operation of mechanisms to complete tasks in addition to driving and maneuvering the vehicle in order to complete tasks for various maintenance and/or construction projects; equipment in this classification includes larger vehicles requiring a higher level of skill to drive and maneuver in and around confined spaces and vehicles with mechanisms that are somewhat complex to operate, requiring more dexterity and finesse. Classification is reserved for those positions where driving and operating of included equipment is the primary function of the job.

### **SERIES LEVEL:**

The Crew Chief is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Leads assigned staff, processing employee concerns and problems, leading crews of workers, contributing to employee counseling, disciplining, and performance appraisals.

Prioritizes and assigns work orders to crews according to available resources and time.

Instructs and trains personnel on the proper, efficient, and safe usage of equipment; checks assigned equipment regularly for operational safety and ensures proper maintenance.

Operates various equipment and vehicles to complete tasks related to the maintenance, upkeep, installation and construction of City grounds, property, utilities, rights-of-way, and other infrastructure for Wastewater operations; drives vehicles over public roads, worksites, rights-of-way, parks, public works facilities and other City property; maneuvers in and around traffic, parked cars, equipment, utilities and other obstacles; obeys all traffic laws and safety guidelines; monitors immediate environment and work area to ensure the safety of the operator, other workers, the equipment and the public.

Operates a jet-flushing/vacuum/CCTV truck for the purpose of cleaning out sanitary sewer pipe, combined sewer drain pipe, manholes, catch basins and other brick and concrete sewer structures in order to maintain the flow throughout the combined sewer system and sanitary sewer system.

Inspects and prepares equipment for safe and proper operation prior to beginning work for the day; performs light maintenance on equipment which includes changing oil, refueling and refilling lubricants; cleans vehicles, beds and mounted equipment upon completion of assignments; secures vehicle after use.

Responsible for Inspecting job sites for possible hazards prior to operating equipment.

Unstops sewers, pulls hose, locates and inspects manholes and sewer lines, clears and disinfects sewer lines and yards.

Responsible for flagging traffic, placing/retrieving signage and barricades, and loads/unloads trucks.

Responsible for determining the proper jetter nozzle to use and what operating pressures to use for each while jetting a pipe line.

Must be able to read and interpret maps to find address locations and asset locations.

Must be able to use GIS to determine asset attributes and functionality.

Uses computers to receive, input and complete work orders in the City's work order management software.

Prepares and/or receives forms, reports or other documents; forwards as appropriate.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages and/or directs calls to appropriate personnel; responds to requests for service.

Responds to requests for information from officials, employees, the public or other individuals.

Lead assigned crew in safe and effective completion of assorted work in an assigned department, division or specialized area.

Operates vehicles and equipment in lower classifications as needed or assigned to complete division or departmental projects and workload.

Performs basic and semi-skilled labor as appropriate to assist in the completion of maintenance, upkeep and construction projects; picks up paper, limbs, and other debris; uses hand tools and operates motorized tools as necessary to complete assigned tasks.

May be required to use, carry and answer their cell phone as determined by their job duties and the Department Head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

May be assigned or reassigned to any division within the department.

Perform other related duties as required.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and two (2) years of any combination of relevant experience/training, training sufficient to successfully perform the essential functions of this job.

LICENSING AND CERTIFICATIONS:

Valid Class A, Class A restricted or Class B commercial driver license. May require appropriate endorsements related to the area of assignment.

KNOWLEDGE AND SKILLS:

Knowledge of occupational hazards and safety precautions; general equipment and maintenance principles; materials and equipment utilized in assigned area of responsibility; demonstrated ability to drive and operate assigned equipment; operation of commercial vehicles that consist of self-contained specialized equipment; typical equipment operated might include but is not limited to: dump trucks, jet trucks and vacuum trucks; GIS Mapping System and document daily records, Traffic Control, and supervise up to two people.

PHYSICAL DEMANDS: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: Y

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.