

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Crew Supervisor CDL (Wastewater)**

**Department: Wastewater**

**Pay Grade: WWFG.08N**

**Supervision Received From: General Supervisor**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: Truck Driver**

**Established: 6/29/07**

**Revision Dates: 4/7/25;**

**3/7/25; 1/28/25; 8/27/24;**

**12/11/23; 10/20/23; 9/30/22**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for performing supervisory and administrative duties involving skilled heavy equipment operation, maintenance and/or construction of streets, sewer/storm water pipes and structures, sewers, waste resources, trails, parks, outdoor courts and park facilities or other assigned area(s) within the Department of Public Works. Duties include the operation of heavy equipment, installation and repair of sewer/storm water pipes and structures, identifying and resolving problems and making repair recommendations. Works under limited supervision.

### **SERIES LEVEL:**

The City Crew Supervisor CDL is a stand-alone position in the Department of Public Works.

### **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.)*

May supervise, direct and evaluate assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

May operate heavy equipment as necessary to complete assigned tasks which may include maneuvering heavy equipment and operating complex mechanisms involving digging, moving earth and materials, grading, loading, paving, garbage and performing similar tasks in order to advance projects relating to construction and maintenance of City parks, City streets, utilities and other infrastructure; most equipment is primarily driven and operated on-site, but does require driving over public roads; maneuvers in and around traffic, crew workers, equipment, utilities and other obstacles; obeys all traffic laws and safety guidelines; monitors immediate environment and work area to ensure the safety of operator, other workers, the equipment and the public.

Coordinate daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations and provides technical expertise.

Ensure adherence to established safety procedures, including adherence to OSHA and MUTCD safety regulations; monitor work environment and use of safety equipment to ensure safety of employees and other individuals; ensure set up of safe work zones; initiates any actions necessary to correct deviations or violations.

Coordinate work activities with those of other departments, contractors, outside agencies or others as needed; responds to needs/requests of other city departments.

Develop long-term goals and projects; drafts plans, blueprints and specifications for proposed improvements; reviews project design and coordinates with planners on capital projects. Plans and coordinates projects; prepares or receives work order requests; calculates cost and effort necessary for job completion; prioritizes, schedules, and assigns projects to crews according to available time and resources; coordinates availability of needed equipment, personnel and materials; inspects work sites to ensure proper completion of projects.

Develop long-term maintenance schedules; performs preventive maintenance inspections. Oversees operation and maintenance of department equipment; provides training and instruction on proper use and repair of equipment.

Monitor inventory of department equipment, supplies and parts; ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement materials; reviews equipment specifications; receives/inspects incoming deliveries; coordinates organization and restocking of stock.

May supervise and perform general cleaning/maintenance work necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment; evaluates and coordinates needed equipment repairs.

May supervise and perform the technical and complex duties required during the installation/repair of sewer/storm water pipes and structures this includes the ordering and staging of material, equipment necessary to perform such work; ensures all OSHA guidelines are adhered to in relation to trenching, sloping, benching, classifying and testing soil types.

Provide budgetary input relating to area of assignment; evaluates current and future equipment needs; assists with preparation of departmental budget and bid specifications for materials and equipment; prepares purchase orders for procurement of materials; investigates accounting discrepancies. Performs administrative tasks; receives/approves timesheets and leave requests; prepares payroll sheets and forwards to payroll staff; reports accidents or injuries; reconciles billing for vehicle repairs; maintains log sheets.

Prepare or complete various forms, reports, correspondence, lists, logs, work requests, daily activity reports, monthly progress reports, personnel documentation, chain of custody forms,

overflow forms, shipping forms, vehicle repair forms, vehicle maintenance sheets, accident reports, property damage reports, inventory records, purchase requisitions, payroll sheets, performance evaluations, diagrams, maps, drawings and other documents.

Receive various forms, reports, correspondence, logs, work orders, specifications, maps, drawings, wiring diagrams, mechanical diagrams, vehicle repair forms, inventory records, job applications, timesheets, leave slips, manuals, catalogs, reference materials or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, computer mapping or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink or toner; coordinates service/repair activities as needed.

May supervise and assists in performing manual tasks associated with department activities, which may include garbage pick-up, locating manholes, lifting/uncovering manhole covers, chipping out inverts, install sewer taps, speaking with residents/business owners/ general public/ etc, troubleshooting electrical problems, cutting/shaping metal, sealing joints, cutting/shaping metal, troubleshooting equipment problems, placing traffic control/safety markers, flagging traffic or lifting/moving heavy materials.

Provide budgetary input relating to area of assignment; evaluates current and future equipment needs; prepares requests for procurement of materials. Performs administrative tasks; receives/approves timesheets and leave requests; prepares payroll sheets and forwards to payroll staff; reports accidents or injuries; reconciles billing for vehicle repairs; maintains log sheets.

Operates a variety of equipment, machinery and tools used in department activities which may include air compressor, pneumatic tools, power tools, hand tools, mechanic tools, diagnostic equipment, meters and gauges.

May transport, loads and unloads various equipment and materials used in projects; transports workers to work.

Communicate via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicate with supervisor, employees, other departments, engineers, plumbers, contractors, manufacturers, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems or give/receive advice/direction.

Maintain a comprehensive, current knowledge of applicable laws/regulations; maintain an awareness of new techniques, equipment, trends and advances in the profession; read professional literature; maintain professional affiliations; attend workshops and training sessions as appropriate.

Required to use, carry, and answer their cell phone as determined by their job duties and the department head.

Confined entry training will be required.

May make entries into wet wells, Primary Clarifier tanks, Secondary Clarifier tanks, and other spaces of limited access for cleaning or training purposes.

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.

Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

#### DEPARTMENT SPECIFIC DUTIES (if any):

When Working In Maintenance

Confined entry training will be required.

May make entries into wet wells, Primary Clarifier tanks, Secondary Clarifier tanks, and other spaces of limited access for cleaning or training purposes.

#### MINIMUM QUALIFICATIONS:

High School Diploma or GED required. Class A or Class B CDL with appropriate endorsements related to area of assignment and demonstrated proficiency in the operation of a vacuum truck and on a minimum of three (3) types of industrial mobile equipment (forklift, telehandler, aerial lift, and scissor lift); supplemented by two (2) years of experience leading a work crew and performing administrative duties involving maintenance and/or construction of streets, sewers, waste resources, parks, facilities, trails, outdoor courts or other area(s) of assignment. Or any equivalent combination of education, training/experience sufficient to successfully perform the essential duties of the job.

Combined Pipe Installation Requirements: Requires (4) years of experience as a crew member and heavy equipment operator performing the construction, installation and maintenance of sewer/storm water pipes and structures; supplemented by two (2) years of OSHA safety training/experience related to sewer/storm water construction and maintenance, and some experience leading a work crew and performing administrative duties involving maintenance and/or construction of streets, sewers, waste resources or other area of assignment.

Including two (2) years of industrial safety training experience related to wastewater industrial cleaning and maintenance or any equivalent combination of education, training/experience sufficient to successfully perform the essential duties of the job.

#### LICENSING AND CERTIFICATIONS:

Required to possess and maintain a valid commercial driver's license (CDL) including appropriate endorsement(s) and may be required to obtain the Pipeline Assessment and Certification Program (PACP) certificate.

#### KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; work scheduling principles; heavy equipment; automated garbage truck; carpentry methods and techniques; building mechanical systems; applicable tools and equipment of the trade; parks and street construction/maintenance principles and procedures; stormwater/sewer systems maintenance and construction methods; masonry construction, repair and maintenance techniques; entering confined spaces procedures; surveying sewer/property lines; recordkeeping principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures; budgeting principles; safe work practices; and, applicable tools and equipment utilized in the trade.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and monitoring budgets; preparing specifications; reading and interpreting a variety of technical specifications, blueprints, drawings, the operation of heavy equipment and related items; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; performing manual labor; identifying alternative solutions, projecting consequences of actions and implementing recommendations; handling multiple tasks simultaneously; maintaining a variety of equipment and trucks; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; ensuring compliance with safe work practices; inspecting facilities and work for compliance with applicable guidelines and specifications; maintaining records; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

#### 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. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, confined entry, intense noises and travel.

**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.