

JOB DESCRIPTION

JOB TITLE: CREWMAN II/TRUCK DRIVER TRAINEE

DEPARTMENT: PUBLIC WORKS
Streets/Buildings & Grounds/Special Events
Sewer Collection
Water Distribution

DATE: December 2020

OVERVIEW:

Trainees are new hires who are transitioning into the Public Works Department lacking prior relevant work experience and/or credentialing. Generally guided by a senior staff member as they learn on-the-job and gain practical work experience, the trainee will be evaluated for key competencies for the Crewman II/Truck Driver position described herein during the six-month probation period.

The Crewman II/Truck Driver is a skilled and semi-skilled position in the Public Works Department. All employees within the Public Works Department must be able to fill in within other functional areas when needed such as during staffing shortages or during emergencies. Departmental cross training will be provided as needed.

PRIMARY FUNCTION:

{Streets, Buildings & Grounds, Sewer, and Water} These positions involve heavy manual work performing and assisting in construction and maintenance of streets and roads or buildings and grounds or water and sewer lines (and appurtenances). The employee is directly supervised by the foreman and/or Superintendent of the Street Department or Utility Department.

JOB DUTIES AND RESPONSIBILITIES:

This job description lists the major job duties normally assigned to the employee, but does not restrict the performance of other duties within the functional areas covered under the Public Works department as assigned by the foreman and/or Superintendent of the Street Department or the Utility Department.

STREETS, BUILDINGS & GROUNDS, WATER, AND SEWER:

1. Assists other crew members in the completion of job assignments to include but not be limited to maintenance of buildings and grounds; paving, patching, and striping of streets; sidewalk construction; installation, repair, and maintenance of storm drainage system, sanitary sewer system, and potable water system; location and repair of water/sewer

- leaks; and flushing of obstructed lines.
2. Performs mowing, weed eating, and grass trimming on the roadside and at parks, cemetery, and other public properties.
 3. Performs set-up and take-down for special events and provides restroom cleaning and trash removal for events.
 4. Performs manual labor utilizing hand tools and power equipment.
 5. Cleans, maintains, and secures equipment (oil change, grease fittings, top off fluids); performs routine safety and maintenance checks on equipment.
 6. Assists in controlling traffic on town streets.
 7. Assists with removal of snow and ice from streets and sidewalks.
 8. Assists in the completion of water and sewer taps and sets meters.
 9. Assists in installing, repairing, and maintaining fire hydrants, valves, and manholes.
 10. Assists with motor and pump repairs for water and sewer lift stations.
 11. Assists with the inspection, maintenance, and repair of diesel generators.
 12. Responds to "Miss Utility" requests for marking of public utilities.
 13. Assists with grease trap inspections, backflow prevention, and cross connection control.
 14. Flushes lines, pressure tests lines and hydrants, disinfects lines, operates leak detection equipment.
 15. Provides smoke testing, dye testing, and video camera inspection to identify line leaks and obstructions.
 16. Knowledge of basic mechanical, plumbing, and electrical work and excavation and trenching techniques.
 17. Follow oral and written instructions, work effectively as part of team.
 18. Participates in the work of other Public Works crews as directed.
 19. Performs other duties as assigned within the functional areas of the Public Works department.

EQUIPMENT USED:

{Streets, Buildings & Grounds, Sewer, & Water} Hand tools, shovels, brooms, rodding, air hammer, air compressor, pick-up truck, flat-bed truck, dump truck, box truck, bucket truck, snow plow, salt spreader, sweeper, backhoe, loader, dozer, asphalt paving machine, grader, asphalt roller, boring equipment, sewer jet (flusher truck), all-terrain vehicle, mowing machine, trimmer (weed eater), leaf vacuum, tractor, chain saw, and wood chipper.

COMMUNICATIONS REQUIREMENTS:

Day-to-day communication includes in-person conversations with other crew members and department supervisors, as well as communication with department employees via public works radio, cell phone, and in-person communication with the general public.

WORKING ENVIRONMENT & PHYSICAL EFFORT:

The position requires medium to heavy physical exertion outdoors in all weather conditions and temperatures, standing and/or walking for long periods, stooping, kneeling, crouching, crawling, twisting, reaching, digging, pushing, pulling, climbing, and lifting 50 to 100 pounds on a regular and recurring basis. Employees are occasionally exposed to fumes and noxious odors, dusts and pollens, insects, dogs and cats, high noise levels, and vibrating machinery. Employees make continuous and/or repetitive arm-hand movements to complete work assignments. Employees must be able to remain seated for long periods of time in cramped conditions when driving a large truck or operating heavy equipment.

Streets, Buildings & Grounds, Sewer, and Water employees must be able to drive, sit, lift/load, bend/stoop, twist, stand, walk, climb, step, carry, push, pull, and lift various weights. Most motion is with arms, legs, hands, and feet. Work must sometimes be performed in ditch lines, water and sewer lines, pipes, and manholes. Water/Sewer Department employees will be engaged in confined space entry and must be physically capable of performing work and using a respirator. Water/Sewer Department employees climb ladders, storage tanks, and towers and must be physically capable of working from elevated positions of up to 150 feet. Street Department employees climb ladders to hang street and building decorations and flags and operate from elevated positions in a bucket truck to maintain and repair street lights and traffic signals.

Employees will be on-call periodically to answer after-hours emergencies and may occasionally work long hours, including overnight shifts and weekends.

{Streets, Buildings & Grounds, Sewer, & Water specific} Normal working environment includes moderate to loud background noise from equipment and/or traffic conditions. Dust, water, mud, sewage, and grease are frequently encountered. Work must often be performed in inclement weather conditions.

SAFETY HAZARDS:

{Streets, Buildings & Grounds, Sewer, & Water} Minimal safety hazards are involved if normal safety practices are followed. Care must be exercised in any operational and maintenance task. Work often involves exposure to fumes, chemicals, and acids. Care must be exercised at all times in the handling of wastewater/sewage so as to limit potential occupational exposure to infectious disease. Care must be exercised in any maintenance task, and in the operation of trucks and heavy equipment. Employees must have the ability to function in confined spaces using respiratory protection devices.

RESULT OF WORK ON COST AND QUALITY:

{Streets, Buildings & Grounds, Sewer, & Water} Errors could result in water/sewer line breaks or other associated problems, traffic control errors could result in traffic accidents or

injuries, etc.

DECISIONS INVOLVED:

The employee must be able to make logical decisions on a day-to-day basis.

EDUCATION AND JOB KNOWLEDGE REQUIREMENTS:

{Streets, Buildings & Grounds, Sewer, & Water}

- High school education or equivalent preferred
- A Virginia Flagger Certification.
- Experience in operation of heavy equipment
- Knowledge of basic mechanical, plumbing, and electrical work and excavation and trenching techniques.
- Ability to read maps and construction drawings

I received a copy of this job description on _____, (date) and have the following questions:

1. _____
2. _____
3. _____

I received a copy of this job description on _____, (date) and fully understand the duties, responsibilities, physical requirements, and work environment.

(Signature of New Hire)

(Printed Name of New Hire)