Utility Crew Leader #00551
City of Virginia Beach – Job Description
Date of Last Revision: 12-14-2015

FLSA Status: Non-Exempt  Pay Plan: General  Grade: 20

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Provide supervision and planning of work activities to work crew of at least three (3) subordinate members; perform skilled, complex, routine and emergency repair, operation, and maintenance functions relating to the utility facilities and equipment in the Water Distribution and/or Sewer Collection Bureaus, in all types of weather conditions; does related work as required.

Representative Work Functions and Responsibilities
Ensure proper Federal safety and environmental regulations, and standard operating procedures are followed by all crew members.

Provide supervision of work activities to crew members; and monitor crew member performance and provide input on employee performance feedback reports.

Identify need for and provide field training to crew members.

Operate and perform user maintenance of City licensed vehicles and equipment to facilitate movement of tools, equipment and materials to and from job sites.

Ensure that proper repair techniques, tools and/or equipment are utilized for the timely completion of repairs.

Diagnose complex and routine utility problems.

Keep time, material, equipment and labor records; and prepare written documentation of work activities, incident reports, regulatory reports, and safety permits.

Respond to verbal customer inquiries.

Work in confined spaces.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.
Utility Crew leader #00551

**Performance Standards**
Properly supervise work activities of crew members with minimal direction; ensure crew members are properly trained in established repair methods and techniques. Safely and efficiently operate power, automotive and construction equipment; maintain complete and accurate documentation of work performed and equipment and materials utilized. Efficiently direct resolution of complex maintenance tasks with minimal supervision. Correctly diagnose system problems and determine proper repair methods. Ensure that assigned crew equipment is repaired and properly maintained according to established procedures.

**Minimum Qualifications**
Any equivalent combination of education and experience equivalent to High School or GED plus five (5) years of experience providing the required knowledge, skills and abilities, such as in utility maintenance and operations.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

**Special Requirements**
Must be available to work evenings, nights, weekends, holidays, and overtime when required to meet operational needs.

Type A Commercial Driver's License (CDL) with Air Brakes Certification, Tank and Combination Endorsements required in the Water Distribution and Sewer Collection bureaus. Utility Crew Leaders overseeing CCTV equipment and crew(s) may not be required to maintain a CDL.

Successful completion of a pre-employment physical.

This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

This is an Alpha I position requiring the individual to report for work regardless of the City’s operational condition.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. **Knowledge**
   1. Knowledge of a variety of complex utility construction and maintenance practices, materials and tools.
   2. Knowledge of utility nomenclature.
   3. Knowledge of safe working practices, such as traffic rules, equipment operation, and construction and repair.
   4. Knowledge of City, Divisional and Departmental policies and standard operating procedures.
   5. Knowledge of Miss Utility marking requirements.
   6. Knowledge of City and Department structure.
   7. Knowledge of principles of proper operation of assigned equipment to detect defective operation.

B. **Skills**
   1. Skill in diagnosing utility system and equipment problems.
   2. Skill in the proper use and care of hand tools and power equipment.
   3. Skill in the safe and efficient operation and care of automotive, maintenance, and related construction equipment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
Utility Crew leader #00551

C. Abilities
   1. Ability to supervise and train others.
   2. Ability to work in a safe and conscientious manner.
   3. Ability to communicate orally and in writing, and comprehend complex verbal and/or written instructions.
   4. Ability to select the appropriate methods, tools, materials and equipment for job accomplishment.
   5. Ability to make decisions in the field which could impact the utility system, as well as the health, welfare, and safety of citizens.
   6. Ability to read, understand and interpret construction drawings.
   7. Ability to deal with customers in a polite and respectful manner.
   8. Ability to work in adverse conditions.
   9. Ability to lift items weighing 50+ pounds.
  10. Ability to climb steps and ladders.
  11. Ability to work in a confined space.

Working Conditions
The below stated working conditions are intended to provide 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 positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall 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 City’s business.

Physical Requirements: Physical refers to the requirement for physical exertion and coordination of limb and body movement.
Requires medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and involves exerting up to 75 pounds of force on an occasional basis.

Mental Requirements: Mental refers to the degree that the job involves cognitive activities, and use of mental processes
Performs clerical, manual, and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment; requires normal attention for accurate results.

Environmental Conditions: Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.
The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, noise, animals/wildlife, vibration, fumes, odors, traffic, moving machinery, electrical shock, toxic or caustic chemicals, and height.

Sensory Requirements: Sensory refers to hearing, sight, touch, taste, and smell required by the job.
The job requires normal visual acuity, field of vision, hearing, speaking, color perception, and depth perception.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.