

## **JOB DESCRIPTION**

**Job Title:** Utility Crew Chief  
**Department:** Public Works  
**Reports to:** Utility Supervisor  
**FLSA Status:** Full Time Non-Exempt  
**Salary:** \$38,937 annually with benefits  
**Revised:** August 5, 2022



**CHOCTAW**  
A Great Place to Live!

## **JOB SUMMARY**

This job is located in the Utilities Division of the Public Works Department with the City of Choctaw, and is under the direction of the Utility Supervisor. Employees of this classification perform work of a specialized nature, involving skills and knowledge acquired prior to assuming the position.

This classification is a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a “safety sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervising a crew of laborers responsible for the maintenance and repair of the City's water distribution system and sewer collection system.
- The incumbent has full responsibility for vehicles and equipment on the job, work performed by the crew, and the safety of the crew, including the enforcement of safety regulations and procedures regarding manpower and equipment usage.
- Equipment operation may consist of operating flatbed trucks, dump trucks, tandem trucks, backhoes and front-end loaders.
- The Utility Crew Chief must use sound judgment regarding public safety when the crew is working in and around traffic.
- The work often includes contact with the public, outside utility agencies, and other departmental personnel.
- Upon receipt of written or oral instruction the Utility Crew Chief transports workers and equipment to the job site. Work assignments are given in both oral, written and electronic form depending on the work situation.
- The employee will complete work orders, safety reports, and other work related activity reports on a daily basis. The work products are reviewed through customer satisfaction, daily reports and periodic inspection by a supervisor.
- Regular attendance of scheduled work hours is required.
- Will be on an On Call rotation and may be required to work some nights, weekends or holidays.

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- Performs other duties as assigned.

## **JOB REQUIREMENTS**

- Must have a High School diploma or GED.
- Possession of a Class D Water Certification or a Class D Wastewater Certification given preference, but applicant will be required to obtain each one. One (1) certification within the first 6 months the other certification within the next 6 months.
- Possession of at least a valid Class B Commercial Driver License.
- Knowledge of and ability to follow safe working procedures and practices.
- Knowledge of and skill in operating heavy equipment used in the construction industry.
- Knowledge of and skill in using tools used in the maintenance of a water distribution system and the wastewater collection system.
- Knowledge of excavation standards and skill in applying such standards to the work performed.
- Knowledge of specifications and functions of water mains and fire hydrants.
- Ability to follow both oral and written instructions.
- Ability to supervise a crew and to assume responsibility for the work product as well as equipment and materials used.

## **WORKING CONDITIONS**

- Outside, continually exposed to heat, cold, humidity, rain, etc.
- Constant contact with water at work site.
- Subject to working near or around slippery and uneven surfaces.
- Will work in and next to dig ups, trenches and manholes that are below ground level which are subject to cave in.
- Subject to working in enclosed confined or cramped spaces.
- Subject to working near or around traffic, moving equipment and machinery.
- Exposed to pronounced strain or vibrations, high concentrations of dust, and intermittent or continued loud noises when operating equipment such as concrete saws, jackhammers, backhoes, etc.
- Exposed to moderate amounts of silica dust from cement when using jackhammers or concrete saws.
- Exposed to allergy-causing agents such as bee or wasp stings, poison oak, ivy and sumac, etc.
- Occasional exposure to chemical irritants when flushing water lines with water and chlorine powder.
- Occasionally exposed to electrical hazards.
- Local travel on a daily basis.

## **PHYSICAL REQUIREMENTS**

- Must have strength to lift, push, and pull objects weighing up to 100 pounds (with or without mechanical assistance) and up to 240 pounds (with mechanical assistance) such as

- manhole covers, cement bags, jackhammers and sections of pipe.
- Must possess enough stamina to exert oneself physically throughout the work day.
- Must have the flexibility to bend, twist or reach out when performing duties in confined, cramped, awkward, or strained positions.
- Must possess the mobility to continuously move oneself from place to place.
- Must be able to balance while standing on water or sewer lines, etc.
- Must possess the manual dexterity to make coordinated movements with the hands and arms while using hand tools, power tools and when operating a backhoe.
- Must have the finger dexterity to twist nuts on bolts, etc.
- Must have vision enough to observe and differentiate between other utilities.
- Must have vision and hearing enough to observe objects such as oncoming traffic.
- Must have hearing enough to locate equipment malfunction and to distinguish location of traffic.
- Must be able to communicate in person, by phone, or by two-way radio with other employees.

## **EVALUATION CRITERIA**

### ***Difficulty of Position***

This job entails a variety of critically sequenced operations frequently performed under emergency conditions. Employees must follow established safety procedures, and be knowledgeable and skillful within their respective functional area (water or wastewater). Since emergencies result in the interruption of services to citizens, work must be performed with speed and accuracy. The incumbent must be able to work with minimal supervision while supervising a crew assigned to accomplish specific tasks. In addition, the employee has full responsibility for the operation of equipment and the maintenance of materials. Variables encountered are both concrete and abstract in nature. A supervisor is usually available in person or by radio to respond to unusual situations.

### ***Interpersonal Relations***

The employee has continual contact with a crew to coordinate work assignments and to assist workers in carrying out the required tasks. Occasional contact is made with citizens, outside agencies, and other departmental personnel to arrange for completion of the job or to ask questions and explain job procedures concerning work performed.

## **SUPERVISION**

The incumbents supervise the work of a crew. Supervision consists of making decisions concerning work assignments and procedures and the safety of the crew members and equipment.

Work assignments are given in both oral, written, and electronic form depending on the work situation. The employee will complete work orders, safety reports, and other work related activity reports on a daily basis. The work products are reviewed through regular inspections by the supervisor and/or review of daily activity reports completed by the employee.

**SELECTION GUIDELINES**

City of Choctaw Application must be completed, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Choctaw is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit based factors.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Print Name

08/08/2022
Date Approved
<i>[Signature]</i>
Department Head
<i>[Signature]</i>
Human Resources
<i>[Signature]</i>
City Manager
<i>[Signature]</i>

\*\*\* Applications must be completed and are available online at [www.choctawcity.org](http://www.choctawcity.org) \*\*\*