



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (828) 879-2139 | TOWNOFVALDESE.COM

Utility Maintenance Crew Leader

The Town of Valdese (approximate population 4,689) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the "foothills meet the mountains". Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

An employee in this class supervises crews engaged in a variety of work associated with providing water distribution and sewer collection services to citizens. Work includes leading and participating in the maintenance and repair of water and sewer lines, hydrants, meter and valves. Work also includes assigning staff to projects; inspecting work; and answering and resolving public complaints. Serves as Operator in Responsible Charge (ORC) for the distribution and collection systems. Work requires considerable interpersonal and technical skills and responsibility for staff safety. The employee is subject to working in inside and outside environments including extreme hot and cold weather and work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. The employee may be required to inspect water or sewer line pipes, utility holes or other small-enclosed spaces. Work is also subject to the final OSHA standards on blood borne pathogens and involves emergency callback service. Work is performed under regular supervision and is reviewed for conformance to established specifications and standards, and productivity of the unit.

Education and Experience Requirements:

Graduation from high school, or possession of General Education Diploma, and considerable experience in water distribution or sewer collection system maintenance or construction, including some supervisory experience; or an equivalent combination of education and experience.

Special Requirements:

Valid North Carolina Commercial Driver's License

Certification by state of N.C. in water distribution (Grade B) and/or wastewater collection (Grade II)

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The starting salary of this position is \$47,125.00 DOE. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation based on continuous years of experience and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule. Visit townofvaldese.com for more details.

Contact and submittal information:

Town of Valdese

P.O. Box 339

Valdese, NC 28690

To apply, please submit a cover letter, resume, and a completed application. Resumes will not be accepted in lieu of a completed application. You can obtain applications and a full job description by visiting www.townofvaldese.com.

Deadline: Open until filled.

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.



Town of Valdese
UTILITY MAINTENANCE CREW LEADER

I. General Statement of Duties

Performs responsible technical work leading the work of staff engaged in repair, replacement and installation of water and sewer lines and appurtenances and meter reading.

II. Distinguishing Features of the Class

An employee in this class supervises crews engaged in a variety of work associated with providing water distribution and sewer collection services to citizens. Work includes leading and participating in the maintenance and repair of water and sewer lines, hydrants, meter and valves. Work also includes assigning staff to projects; inspecting work; and answering and resolving public complaints. Serves as Operator in Responsible Charge (ORC) for the distribution and collection systems. Work requires considerable interpersonal and technical skills and responsibility for staff safety. The employee is subject to working in inside and outside environments including extreme hot and cold weather and work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. The employee may be required to inspect water or sewer line pipes, utility holes or other small-enclosed spaces. Work is also subject to the final OSHA standards on blood borne pathogens and involves emergency callback service. Work is performed under regular supervision and is reviewed for conformance to established specifications and standards, and productivity of the unit.

III. Duties and Responsibilities

Essential Duties and Tasks

- Supervises and participates with employees in the installation, maintenance and repair of water and sewer lines, hydrants, meters, and valves; participates in field work; makes water and sewer taps; repairs broken mains; flushes and cleans sewer lines; operates camera equipment to inspect sewer lines.
- Operates backhoes, tractors, flushing equipment dump trucks, video cameras, pumps, air compressors and other equipment.
- Insures the availability of equipment, materials and staff for assigned tasks.
- Instructs workers in the appropriate safety procedures and insures their use.
- Responds to citizen requests, concerns, and issues; performs field review to determine availability of water; meets with citizens to resolve problems; locates and marks lines for contractors and other utilities.
- Keeps records; prepares reports; prepares material and supply requisitions; maintains adequate inventory and appropriate records.
- Trains new and existing employees and provides employee performance; may participate in hiring and disciplinary actions; approves leave.
- Prepares necessary state and federal reports to maintain state approval for system operation and maintenance.
- Coordinates the work of meter reading and service connections and disconnections. Inspects newly constructed water and sewer lines for adherence to specifications and plans. Purchases materials and supplies.
- Reads maps and plans to insure adherence to established plans. Installs, services and tests water meters and meter yokes.
- Keeps customers informed when water service is turned off for repairs

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Considerable knowledge of the principles and practices of construction, repairs, and/or maintenance of water and sewer lines, masonry, and related structures.
- Considerable knowledge of the use of related equipment and materials.
- Thorough knowledge of related occupational hazards and safety precautions, including shoring, confined space entry, work zone signing, etc.
- Working knowledge of effective supervisory communications, motivation, coaching and other principles and practices and of organization's personnel policies and procedures for personnel practices.
- Working knowledge of related engineering specifications, AWWA requirements, and related environmental laws.
- Some knowledge of personnel, budgeting and purchasing procedures. Working knowledge of the organization's water and sewer customer policies. Some knowledge of surveying principles and practices.
- Ability to read plans maps, and drawings.
- Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.
- Ability to maintain and prepare accurate plans and reports.

Physical Requirements

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform 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.
- Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle, to operate a computer terminal, and to read and prepare reports including the analysis of data and figures.

Desirable Education and Experience

- Graduation from high school and considerable experience in water distribution or sewer collection system maintenance or construction, including some supervisory experience; or an equivalent combination of education and experience.

Special Requirements

- Certification by state of N.C. in water distribution (Grade B) and/or wastewater collection (Grade II).
- Possession of a valid North Carolina commercial driver's license.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is non-exempt.