



MICHIGAN CITY SANITARY DISTRICT JOB DESCRIPTION

JOB TITLE: Construction Crew Leader

GENERAL DESCRIPTION: This job entails a wide variety of duties in the areas of civil construction including sewers and wastewater treatment. The position involves planning, organizing, directing, controlling, monitoring, documenting and reporting on all construction related activities of the collection system and wastewater treatment plant, as assigned.

SUPERVISION RECEIVED AND EXERCISED: This position receives direct supervision from the Sewer Operations & Maintenance Foreman. General supervision is provided by the Operations & Inspections Manager.

This position exercises direct and indirect supervision over other Collection staff, and other staff, as required.

DUTIES:

Administrative:

- Represent the District and coordinate activities with other City departments, external agencies, and private entities.
- Assist the Operations & Inspections Manager on assigned projects.
- Prepare reports as assigned.
- Supervise assigned staff.

Construction:

- Lead and participate in the work of crews assigned to the construction, maintenance and repair of Michigan City Sanitary District collection systems and facilities.
- Monitor and guide crew members to ensure the safe and effective completion of projects.

- Work with management personnel to plan, schedule and prepare for projects and activities.
- Prepare work orders and assign tasks to crew members.
- Record work activities at end of day.
- Report project status to management personnel, including the utilization of the computerized GIS system, when necessary.
- Operate a variety of tools and equipment such as backhoes, front end loaders, dump trucks, jet-rodder, vacuum truck, gas detector, leak detector, cutting torch, jack hammer, and various other equipment in support of a variety of maintenance and construction operations.
- Oversee inventory control system and report inventory requirements as needed to Assistant Superintendent of Collection; assist supervisory and management personnel in budget projections; assist in planning for projects and work assignments.
- Work with, and around, heavy construction equipment; complete and assist in repair, installation, or construction activities.
- Oversee proper use of personal protection devices, and provide safety assistance for personnel during construction activities.
- Assist with the establishment of Collection System and Water Reclamation Department goals, objectives, schedules, and work methods; recommend and implement operating policies and procedures.

General:

- Learn safe work practices; learn and observe all appropriate safety precautions as required by the District.
- Follow written orders, verbal orders and Standard Operating Procedures to maintain facility compliance with NPDES Permit. This duty includes the responsibility to report overflows, bypasses, and non-compliance to your Supervisor.
- Communicate clearly and concisely, both orally and in writing.
- Work variable shifts, overtime, on-call, weekends, and holidays as assigned.
- Interact positively with the public.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND ABILITIES

The following education, knowledge, and experience requirements and preferences will qualify the candidate for this position:

Education and Licenses: The following education and License requirements and preferences apply:

- High School diploma or GED equivalent is required.
- Possession of a valid Driver's License.
- Possession of a valid Class B Commercial Driver's License is preferred.

General Knowledge:

- Basic knowledge of Microsoft Office.
- Operation and maintenance requirements of mechanical and power-driven equipment.
- Construction methods.
- Basic supervisory and training techniques.
- General carpentry skills.
- Proper techniques and uses of a variety of hand tools and power tools.
- Scheduling and record keeping, both electronic and written.
- Principles of modern management, organization, supervision, training, and budgeting.
- Safety hazards and appropriate precautions applicable to work assignments and OSHA safety regulations.

Specific Knowledge:

- Construction techniques and procedures.
- Wastewater treatment processes, including sewer system operations, lift stations operations and their inter-relationships.
- Know and understand District policies.
- Plan, direct, and control the work of a group of employees engaged in the various sanitary and storm sewer construction projects and other related projects.
- Intermittently: analyze, identify, interpret, problem solve, remember, and explain daily and accident reports and policies; and observe personnel interaction.

Experience: This position requires the following preferred experience:

- Five years of experience in construction sewer pipeline, heavy equipment operations, utility systems maintenance and repair work, or related field.
- Five years supervisory experience in a construction related field.
- Five years of experience operating heavy equipment.
- Five years of experience with OSHA safety requirements related to the construction field.

Abilities: This position requires the ability to:

- Perform basic math including, algebraic procedures and the interpretation of data.
- Direct the implementation of all assigned construction related or service related projects from beginning to end.
- Comprehend grid maps and construction blueprints.
- Prepare written reports and letters.
- Assign, monitor and oversee the work of lower level crew workers.
- Perform duties in a timely manner.
- Train and supervise assigned personnel.
- Establish and maintain effective working relationships with peers and external contacts.
- Communicate clearly and concisely, both orally and in writing.
- Utilize District's computer systems as needed to perform job duties.
- Effectively communicate in speech and writing.
- Foster teamwork and the development of staff.
- Perform complex professional and analytical work.
- Possess personal traits of confidence, think independently and act decisively.
- Be organized and proactive and in problem solving.
- Implement and lead organizational change through innovation and vision.

SPECIAL REQUIREMENTS, PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical Movement:

- While performing the duties of this job, the employee is frequently required to
 - Stand, walk, sit, use hands to handle or feel objects, tools or controls;
 - reach with hands and arms;
 - climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- Indoor and outdoor environments:
 - exposure to all weather conditions; exposure to vibrations, and noise.
 - work on slippery or uneven surfaces, work with or in water.
 - work with, and around, heavy machinery, in or near vehicle traffic.
 - work underground; exposure to dust and fumes.
 - subject to possible inhalation and absorption through skin of toxic chemicals.

Physical Requirements:

- Lift or carry weight of 25 pounds or less; and occasionally lift or carry weight of 100 pounds or less.

Sensual Requirements:

- Ability to verbally communicate, hear, smell, and have visual ability for close work;
- Ability to distinguish colors or grayscale contrasts.

Work Environment: While performing the duties of this job, the employee is frequently exposed to:

- Fumes or airborne particles and toxic or caustic chemicals.
- The employee works near moving mechanical parts and in outside weather conditions.