



## City of Irving Job Description

### Utility Inspector / Crew Leader

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	36342	<b>Reports To (Job Title):</b>	Utility Maintenance Supervisor

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#### PURPOSE

To guide and perform the most complex construction, repair, maintenance-related work and follow-up inspections for the Water Utilities Department, which includes organizing work for crews and providing technical leadership for projects involving water/sewer new installations and repairs, hydrants and valves, pumps and motors, and large meters. Additionally, to perform inspections of the full scope of utility line installations, including main lines, service lines, hydrants and valves.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Oversee and perform the most complex water utility installations and repair work, including excavations of all types; troubleshoot difficult situations to develop and execute a plan to resolve the problem(s).
- Train crew members to perform specific tasks, which includes demonstrating work, providing step-by-step instructions, and monitoring performance.
- Maintain records of use of time, material, and equipment.
- Coordinate water utility activities with Capital Improvement Program (CIP) inspections during projects and to evaluate completion of new installations; operate valves as needed to support contractor installations; prepare accurate data and reports of inspections.
- Coordinate, monitor and inspect activities impacting Irving water and wastewater lines and all related appurtenances.
- Work with Geographic Information Systems (GIS) staff to update water and sanitary sewer maps after work is completed; verify data.
- Complete written and electronic paperwork for work orders representing each assignment.
- Inspect work to ensure work matches specifications and correct deficiencies when necessary; work with construction inspectors and franchise inspectors to ensure all installations are completed appropriately and function as designed.
- Assist city engineers and inspections staff by reviewing designs as requested and recommending design changes in water and wastewater projects.
- Ensure proper care of equipment, vehicles, and tools at job site.
- Remove obstacles and barriers that present safety hazards to work crew and public.
- Operate equipment, which may include but is not limited to jackhammer, compressors, vehicles, track dozer, trackhoe, front-end loader, gradall, crane, backhoe, mini-excavator, skidsteer, and dozer.
- Perform heavy construction as necessary to complete projects.
- Ensure the safety of assigned crew, which includes erecting appropriate work barricades, shoring, confined space entry equipment, hydroexcavating and attending safety classes for first aid, defensive driving, and CPR.
- Respond to after-hours trouble calls on emergencies.

- Provide information in response to public inquiry, which includes investigating requests and complaints.
- Report observations regarding performance levels of assigned crew members to supervisor; complete performance evaluation development and conferences.
- Perform related duties as assigned.

**OTHER DUTIES AND RESPONSIBILITIES**

- Prepare reports regarding project status and/or employee performance.
- Test water quality.
- Maintain inventory of supplies.
- Repair equipment needed to perform duties.
- Assist in conducting studies and surveys.
- Ensure regulatory standards and requirements for water and wastewater systems are followed.

**SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 - 5 employees.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

May make purchases of materials or equipment with the use of a P-card or request for a Purchase Order.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

**EDUCATION**

- Equivalent to the completion of 12th grade *plus* some additional technical training.

**EXPERIENCE**

- At least three (3) years of related experience in water/sewer repairs, pumps and motors maintenance and repair or valve and hydrant maintenance and repair.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, Texas Class A commercial driver's license.
- Minimum of a C water license and a Wastewater Collections II license from the Texas Commission on Environmental Quality (TCEQ).

## **KNOWLEDGE OF**

- Complex Infrastructure installation, maintenance and repair: Understand water and wastewater systems and related infrastructure and use problem solving skills to diagnose and resolve operational problems.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Principles: Materials, methods, and the appropriate tools and equipment to construct and install appurtenances, utility infrastructure, structures, and buildings.
- Safety: Basic traffic safety laws; work zone safety; confined space entry parameters and trench safety.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as geographic database and work order management software, on field tablets, laptops, and/or with specialized GIS hardware.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Federal, State and local regulations and ordinances.
- Design: Design techniques, principles, tools and instruments involved in the production and use of precision technical plans, blue prints, drawings and models.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

## **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Identification of Key Causes: Identifying the nature of problems and the things that must be changed to achieve a goal.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Service Orientation: Actively looking for ways to help people.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Written & Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Visualization: Imagining how something will look after it is moved or rearranged.
- Technical and Graphical Reasoning: Interpreting an extensive variety of maps and plans.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

Contacts include coordinating work activities with staff, supervisors and managers from other departments and visiting with vendors to learn more about materials and equipment used for assigned repair and maintenance operations.

## **EQUIPMENT AND PROPERTY**

Employee must use a wide variety of manual and power tools and equipment which may include equipment such as tractor trailer, lawn mower, backhoe, skid steer, mini excavator, dozer, track loader, horizontal boring machine, large tapping machine, trackhoe, gradall, lowboy, air compressor, light tower, generator, valve truck and others. In addition, office equipment such as computers, copiers and printers are used.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to balance, carry, drive a vehicle, grasp, listen, reach, see, sit, stand, stoop, smell, talk, and walk. Frequently, s/he is required to crawl and run. Occasionally, s/he is required to climb, lift up to 100 pounds, kneel, and push or pull.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is frequently exposed to extreme vibrations, blood-borne pathogens, confining work spaces, dirty environment, electrical hazards, toxic or caustic materials, extreme temperature or weather conditions, air contamination, noise and/or traffic hazards. The noise level in the work environment usually is loud. This job requires the employee to perform duties or make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.