



## City of Irving Job Description

### Field Repair Coordinator

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	39442	<b>Reports To (Job Title):</b>	Utility Maintenance Supervisor

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#### PURPOSE

To oversee, guide, and perform work for the Water Utilities Department involving complex, heavy construction repair and maintenance work on water and wastewater infrastructure, which includes: planning, organizing, and assigning work for crews and providing technical leadership for projects; providing instruction and training related to the full scope of utility repairs for maintenance and equipment operations staff and assisting with administration and oversight of the field training regimen; and, reviewing completed work of repair crews.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provide the highest level of support and coordination for water and wastewater repair work; consult with repair crew leaders and supervisory staff to ensure all work is completed according to federal and state mandates, standard protocols, and in alignment with established field training.
- Coordinate and ensure that all water and wastewater repair staff assigned to repair crews are fully trained to handle a wide variety of maintenance and repair responsibilities; participate with management staff in designing a comprehensive field training program; assist supervisors with maintaining training records.
- Oversee and perform the most complex maintenance and repair work, including work on water mains, as well as welding RCCP/steel, sewer mains, hydrants, valves, and large meters; consult with supervisors regarding the optimal work methods for a repair.
- Establish schedules and methods for performance of assigned outcomes, which includes planning and prioritizing work.
- Coordinate, prioritize, and assist in the essential duties and responsibilities of the Crew Leader and Heavy Equipment Operator.
- Supervise staff members, which includes assigning work, participating in evaluating performance, and with interviewing and hiring.
- Obtain assignments and report work results using automated work-order system.
- Purchase necessary equipment and supplies according to city regulations; maintain inventory of supplies.
- Ensure proper care of equipment, vehicles, and tools, which includes troubleshooting and diagnosing instrumentation and equipment malfunction, as well as performing preventative maintenance and repairs.
- Prepare work orders, reports, and specifications as appropriate.
- Ensure the safety of assigned crew, which includes erecting appropriate work barricades, taking other safety measures, and attending safety classes for first aid, defensive driving, confined space and CPR; assist with confined space training; calibrate atmospheric monitors.

- Answer questions and provide the public with information, which includes investigating requests and complaints.
- Maintain records of use of time, material, and equipment.
- Complete written paperwork for work orders representing each assignment.
- Inspect work to ensure it matches specifications and correct deficiencies when necessary.
- Remove obstacles and barriers that present safety hazards to work crew and public.
- Operate equipment, including (but not limited to) jackhammers, vehicles, track dozers, backhoes, front-end loaders, trackhoes, track loaders, grandalls, cranes, and tractors with lowboy.
- Perform heavy construction as necessary to complete projects.
- Respond to after-hours trouble calls on emergencies.
- Report observations regarding performance levels of assigned crew members to supervisor; assist with preparation of performance appraisals; prepare reports on project status and/or employee performance.
- Perform related duties as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Test water quality
- Repair equipment needed to perform duties.
- Ensure public health and safety regarding the full scope of utility infrastructure maintenance and repairs.

### **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise up to 30 employees.

Organizational Supervision (*As Assigned*) - 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 *may* include 1-2 employees.

### **FINANCIAL / BUDGETARY RESPONSIBILITY**

May make purchase of materials or equipment with the use of a P-Card or request for a Purchase Order; assist in the review of specifications for purchases as appropriate.

### **QUALIFICATIONS:**

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

#### **EDUCATION**

- High School Diploma or GED to meet basic requirements established by the Texas Commission on Environmental Quality (TCEQ) and additional technical training.

## **EXPERIENCE**

- Three (3) years of progressively responsible experience in water/sewer repairs, welding, 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 Class C water license and a Wastewater Collections II license from TCEQ.

## **KNOWLEDGE OF**

- Federal, state, and local regulations related to utility construction and repairs.
- Complex Infrastructure Maintenance and Repair: An understanding of water and wastewater systems and materials, as well as related infrastructure sufficient to use problem-solving skills to diagnose and resolve problems.
- How to properly use a SCBA or cascade unit.
- Welding: Methods and procedures necessary for fabricating and welding.
- 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 to construct objects, structures, and buildings.
- Safety: Basic traffic safety laws, confined space entry parameters, trench excavation, and shoring use, as well as safe maintenance and repair of small engines.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Training Principles: Methods and techniques to convey information and skills, and evaluate appropriate level of understanding.

## **SKILLS AND ABILITIES IN**

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- 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.
- 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.
- Planning: Sensing the environment and setting goals and objectives.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking 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.

- Performance Assessment: Reviewing and accurately evaluating the work of others.
- 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 Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form, which includes reading plans, prints, and one-line diagrams.

## **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**

Staff, when coordinating work activities; supervisors and managers from other departments and outside utility franchises; vendors, when learning 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, backhoe, skid steer, mini-excavator, dozer, track loader, horizontal boring machine, large tapping machine, trackhoe, grandall, tractor/lowboy, generator, welders (mig, tig and arc), cutting torch, chainsaw, tap machine, concrete cutters, hydraulic units, hydraulic and electric valve machines, pipe bender and threader, pressure testing equipment, grinder, sander, powder coating tools, ventilation equipment, bead and sand blasters, air compressors, and light towers, gas monitors, and SCBA/cascade unit. In addition, office equipment such as computers, copiers, and printers.

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

## **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 regularly is exposed to a dirty and hazardous environment, blood-borne pathogens, extreme vibrations, confined work space which includes lift stations, manholes, and vaults, as well as trench excavation, electrical hazards, extreme temperatures or weather conditions, air contamination, noise, toxic or caustic materials, and/or traffic hazards. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is always loud.

\* 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.