



Stormwater & Wastewater Crew Leader

EEO Class Code: Operatives
Union Status: Unclassified
FLSA Code: Non-Exempt

The Town of Pembroke Park Job Description

Department: Public Services

Supervises: Maintenance Worker – Stormwater & Wastewater

Position Reports To: Superintendent

Sworn: No

Job Specifications

NATURE OF WORK

The Stormwater & Wastewater Crew Leader is expected to supervise and participate in the maintenance and repair of stormwater and wastewater activities such as storm drain, wastewater, and stormwater stations and pumps cleanings. Work is performed under regular supervision and is inspected for compliance with instructions, conformance to established standards, quality and productivity of work crews, and adherence to schedules and priorities.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Stormwater and Wastewater Crew Leader include, but are not limited to:

- Supervises and participates in the maintenance and repair of stormwater and wastewater operations.
- Responsible for the general maintenance and upkeep of the surrounding areas of the stormwater and wastewater stations.
- Oversees the loading and transporting of equipment, materials, pumps, and any other supplies in preparation for work.
- In the absence of the Superintendent, assigns tasks to workers in the field and inspects work in progress to assure conformance with instructions.
- Rebuild and repair wastewater and stormwater pumps when applicable.
- Conduct basic electrical work in the stormwater and wastewater station control panels.
- Ensure that Maintenance Workers are abiding by general safety practices while conducting daily work, including wearing protective equipment such as eye/face protective gear, ear protection, gloves, steel-toe boots, and other equipment as necessary based on the tasks.

- Supervises the maintenance and upkeep of machinery and tools used by the crew as well as Town equipment; repair as needed.
- Investigates complaints and communicate plan of action to Town officials and the public.
- Maintain hours log of wastewater and stormwater stations activities.
- Participate in regular meetings where work assignments are issued.
- Participate in monthly safety meetings and abide by all safety regulations.
- Conduct emergency preparedness activities in the event of a natural or man-made disaster, and serve as essential personnel before, during, and after for relief and clean-up efforts.
- Regularly on-call for emergency situations related to wastewater and stormwater issues.
- Provide support to other public services divisions as needed.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of repair and maintenance of wastewater and stormwater systems.
- Thorough knowledge of the occupational hazards and necessary safety precautions of the work.
- Considerable knowledge of the use of related equipment and materials.
- Knowledge of departmental policies and procedures, traffic and utility regulations and other related laws and regulations.
- Ability to record data accurately.
- Ability to assign and supervise the work of others, providing training and leadership to a small crew.
- Ability to establish and maintain effective working relationships with supervisors, peers, subordinates, and citizens, and to work as an effective team member.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent
- Must possess a valid Florida Driver's License
- Minimum of five (5) years of experience in wastewater and stormwater maintenance and repair
- Certification in water pump installation and repair required.
- Florida Wastewater Collection System Operator Level C or higher preferred
- Broward County "Know the Flow" Certificate of Completion (to be obtained within six (6) months from start date)
- Stormwater Operator Certification Level I Preferred
- An equivalent combination of education and experience may be considered

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, grasping, talking, and hearing.
- Must be able to perform heavy work exerting, moving, or carrying up to fifty (50) pounds of force occasionally.
- Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle, and to read and prepare records.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Work within a confined area
- The employee is subject to working inside and outside environments including extreme hot and cold weather
- The employee may be subject to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- Work subjects' employees to the current OSHA standards on blood borne pathogens.
- Maybe requested to work overtime for special town events, projects, activities, and emergencies.