



DATE	July 2023
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Maintenance Crew Leader III
 DEPARTMENT/DIVISION: Varies
 REPORTS TO: Varies

SUMMARY: Responsible for serving as most senior crew leader for assigned operation. Work requires moderate direction from assigned supervisor and use of independent judgement.

ESSENTIAL JOB FUNCTIONS:

- Serves as a lead to assigned crews, which includes assigning and monitoring work; providing direction; organizing daily activities; evaluating the quality of work performed; and/or, performing other related activities.
- Coordinates the execution and completion of projects in assigned area of responsibility, which includes scheduling equipment, work schedules, and job priorities; monitoring the completion of applicable paperwork; and/or, performing other related activities.
- Performs a variety of specialized maintenance work in assigned area of responsibility.
- Installs, maintains, and repairs a variety of equipment and/or other related items in assigned area of responsibility.
- Transports a variety of equipment, supplies, and other applicable items or debris to and from job sites.
- Operates a variety of light and/or medium construction and/or maintenance equipment, which may include breakers, track hoes, concrete cutting saws, backhoes, augers, loaders, trenchers, and/or other related items.
- Operates, maintains, and repairs a variety of hand and/or power tools in assigned area of responsibility.
- Completes a variety of logs, documents, and/or simple reports regarding quantity of materials handled, equipment operations, and/or other related information.
- Observes safe work methods and uses safety equipment. Secures work sites from hazards as needed.
- Prepares and cleans up work sites.
- Participates in/on a variety of meetings and training sessions.
- Monitors inventory and supply levels. Recommends replenishment of materials.
- Responds to emergency operation and on-call situations.
- Performs other duties as assigned.

POSITION SPECIFIC ESSENTIAL FUNCTIONS:

Public Works/Water Utilities

Maintenance Crew Leader III

- Serves as a lead to maintenance staff, which includes: prioritizing, assigning, and monitoring work; setting employee goals; providing direction; and/or performing other related activities.
- Schedule and supervise emergency, routine and the preventative maintenance duties of Water System Technicians.
- Responsible for the composition of water and wastewater flow and trend data.
- Operates, installs, replaces and maintains a wide variety of pumps, valves, motors, computers, SCADA systems, electronic components, switch gear, telemetry, any other industry related equipment for the operation of a water and wastewater system, including but not limited to: radio, telephone circuit and telemetry equipment and data, and video communication links.
- Responsible for the programming and proper operating condition of Supervisor Control and Data Acquisition (SCADA) computer terminals.
- Designs and coordinates the implementation of system upgrades.
- Responsible for the design, construction and implementation of electrical, mechanical, hydraulic, sonic, pneumatic, and frequency modulation equipment.
- Applies expert knowledge to the operation of components and systems to test equipment and diagnose cause of malfunction.
- Assists engineering, consultants and contractors with construction designs and specifications of water and wastewater systems.
- Aligns, adjusts and calibrates components to exacting tolerances.
- Maintains detailed records, accurately prepares reports and provides budget input.
- Participates in inspecting water utilities sites for authorized entry, vandalism, leaks around tanks, and potential hazards on grounds. Performs routine cleaning and grounds maintenance activities at water pump stations.
- Work order scheduling, logging, and prioritizing reports from work orders
- Submits Daily and monthly work activity reports.
- Maintains tools and repair equipment.
- Proactively pursues new technologies.
- Applies common supervisory practices pertaining to: coaching, counseling, recognition, training.
- Oversee in house and contractor projects at water and wastewater sites.
- Assist on special projects such as facility tours and open houses.
- Attend plan review and pre-construction meetings on related projects.
- Respond to emergency and on call situations
- Performs other duties as assigned

Administrative Services/Meter Reader

- Oversees the collection of meter read data to ensure the validity and accuracy of utility billing to residential, commercial, and industrial water utility customers; coordinating staff cross training; administering and support the hand- held meter reading application; proactively pursues new technologies, designs and coordinates the implementation of system upgrades. Serve as primary lead over Meter Reader crew.

Parks Maintenance

Irrigation

- Serves as a lead and participates in performing a wide variety of activities in support of irrigation and aquatic areas, which includes; maintaining backflow devices; installation and programming of new irrigation systems, inspecting, maintaining, troubleshooting, and repairs of irrigation systems in parks, medians, and municipal facilities throughout the City of Carrollton water fountains and plumbing fixtures; electrical wiring in irrigation control boxes and underground wires to electrical valves; and/or, performing a variety of other related activities.
- Performs a wide variety of activities in support of public aquatic areas, which includes: maintaining mechanical operations of pumps, pool plumbing, and filters; maintaining chemical balance of aquatic facilities; performing pool inspections for cleanliness, organization, code violations, mechanical issues, and safety hazards; participating in construction and renovation projects; and/or, performing a variety of other related activities.
- Must obtain a backflow certification within 6 months of eligibility.
- Must obtain State of Texas Irrigator's License within 1 year of employment.
- May be required to become a Certified Pool Operator/Aquatic Facility Operator.

Landscape/Chemicals

- Serves as a lead and participates in performing a wide variety of activities in support of grounds maintenance, which includes: coordinating work order completion; designing and installing landscape areas; removing, trimming, watering, and pruning trees; applying chemicals for fertilization and/or pest control; and/or performing other related activities.
- Must obtain a Non-Commercial/Political Chemical Applicators License within 6 months of employment.
- Must obtain State Chemical Application license within 6 months of employment.

SUPERVISORY/BUDGET RESPONSIBILITIES:

Public Works

- Lead responsibility over Maintenance Crew.
- Assist in the budget process related to conditions of assets.
- Assist in the training of new employees in areas such as: reading gauges, charts, pump and motor controls, valve operations, computer controls, standard safety procedures, meters, etc.
- Ability to temporarily step in as Supervisor in the event of the Supervisor's absence.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable Federal, State and Local vehicle ordinances.
- Knowledge of basic construction practices.

- Knowledge of occupational hazards and related safety precautions.
- Knowledge of inventory management principles and practices.
- Skilled in prioritizing and assigning work to lower-level staff.
- Skilled in maintaining appropriate levels of inventory.
- Skilled in monitoring the work of external contractors and vendors.
- Skilled in performing varied maintenance work in a safe, efficient manner.
- Skilled in performing manual labor.
- Skilled in maintaining small to medium sized equipment and trucks.
- Skilled in completing paperwork and documentation.
- Skilled in performing semi-skilled maintenance and repair activities.
- Skilled in operating, maintaining, and repairing a variety of hand and power tools.
- Skilled in communicating effectively with a variety of individuals.

Public Works

- Working knowledge of advanced electronics theory, practices and ability to apply this knowledge to effect installation, testing, diagnosis and repair of electronic and electrical equipment.
- Designs, reads and comprehends diagrams, schematic drawings, blueprints and specifications related to electronic and mechanical equipment.
- Required to possess the knowledge and understanding of the Texas Commission of Environmental Quality (TCEQ) rules and regulation pertaining to the minimum acceptable operating standards as they apply to both water the wastewater systems.
- Skilled in the practice of “lock-out/tag-out”.

PREFERENCES:

None.

Public Works

- Class A Commercial Driver’s License.
- TCEQ issued water and/or wastewater license.

MINIMUM QUALIFICATIONS:

- High school graduate or GED equivalent.
- Must have a valid Texas Class “C” Driver’s License.
- Additional licenses and/or certifications may be required depending on assignment.

Public Works

- High school graduate or GED equivalency.
 - Five years of electronic and mechanical repair experience with a potable water and wastewater system; to include, pumps, valves, motors, switch gears, telemetry, SCADA systems and computers.
- OR
- An equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in an outdoor environment, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, and airborne particles.

Public Works

- Uses a variety of standard and complex electronic and mechanical testing instruments including oscilloscopes, numerical pressure inducers, frequency monitors, volt-ohm meters, dial indicators, laptops and conventional computers.
- Operates city vehicle, safety equipment, pager, portable radio, cellular phone, computer, printer, fax machine, copier, phones, electrical testing equipment, gas detection equipment, pH meter, chlorine test kits, and various small hand tools.
- Climbs heights up to 250'
- Lift objects up to 100 lbs.
- Bends, twists, crawls, pushes and pulls while performing job duties.
- Must be available to respond to emergency calls during non-business hours for periodic surveillance or monitoring.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.

Public Works

- Must have a valid motor vehicle driver license.
- Must obtain a Class D Water License issued by the Texas Commission on Environmental Quality (TCEQ) within twelve months of employment.
- Must obtain a Class D Water License issued by the TCEQ within twelve months of employment.
- Must obtain registration as a Backflow/Cross-Connection Assembly Tester as issued by the TCEQ within eighteen months of employment.
- Must obtain a C Groundwater Treatment License issued by the TCEQ within thirty months of employment.
- Must obtain TCEQ Wastewater Class I Collection License within twelve months of employment.
- Must obtain TCEQ Wastewater Class II Collection License within thirty months of employment.

- Must obtain TCEQ Wastewater Class III Collection License within thirty months of employment.
- Must obtain Customer Service Inspector (CSI) license from TCEQ within eighteen months of employment.