

BANGOR WATER

POSITION DESCRIPTION

JOB TITLE: Crew Supervisor

DEPT: Construction

JOB TYPE: Full-time employee, Hourly

GENERAL DESCRIPTION: Serves as Crew Supervisor (working field supervisor) for the Bangor Water District's construction department.

DUTIES:

Supervises assigned work crew on a daily basis according to instructions from the Construction Supervisor, and monitors crews to ensure compliance with assignments and instructions.

Supervises and directs installation and maintenance of services, water mains, valves, fittings, hydrants, etc. Supervises emergency repairs. Regularly responds to customer inquiries to identify water system problems, make service recommendations, and explain work procedures.

Maintains accurate records, measuring and mapping installation sites and times required to complete projects.

Operates various department equipment, including dump truck, vacuum excavator, street roller, loader, bulldozer, backhoe, excavator, vibrator, K-12 saws, generators, and related attachments in effecting the general maintenance, repair, and construction of water lines.

Responsible for proper placement of safety, warning, detour, and related signs as needed during project operations for traffic control.

Responsible for appropriate equipment and machinery being available at work site, and for service trucks containing necessary parts and tools to effect necessary maintenance and repairs to water lines.

Serves on regular weekly on-call coverage as directed or required. Responds for emergency duty as required.

Attends safety, training, and other department meetings as required.

Performs related duties as required

REQUIREMENTS:

Education: 2 year degree in a construction related discipline preferred, high school diploma or equivalent required.

Experience: Three to five years of progressively responsible experience in the building/construction trades. Three years experience in the installation of water or wastewater distribution piping is preferred.

Licenses: Possess or obtain a Maine Class A driver's license with a tanker endorsement within 18 months of hire, and Maine operator licenses for a Class II Water Treatment System and a Class III Distribution System with two years of hire.

Skills and Knowledge: Working knowledge and ability to operate all heavy equipment and vehicles used by the department, and related construction machinery, tools, and equipment.

Knowledge of basic operations of the department, and ability to properly assign manpower in response to Supervisor's instructions. Ability to supervise and direct the work of others.

Ability to give meaningful instructions, and effect the proper completion of assignments.

Ability to use all maps, GIS and records for emergency shutdowns and repairs. Ability to prepare and submit accurate paperwork, including time cards, stock sheets, work slips, and equipment records. Ability to perform accurate arithmetic calculations and maintain accurate records. Ability to pressure test and chlorinate mains, perform electronic leak detection analysis, and perform mark-outs for Dig-Safe call-ins.

Ability to deal with co-workers, customers, and members of the general public in a courteous, effective and tactful manner.

Extensive knowledge of piping/plumbing systems and applied water hydraulics.

Ability to perform basic computer skills.

Ability to obtain an Airport ID badge.

RESPONSIBILITIES:

Performs duties which are moderately complex but relatively standardized according to both general and specialized instruction from the Construction Supervisor. Assists with planning and directing field supervision of department work crews and the provision of necessary technical expertise and leadership. Work performed under limited supervision.

PERSONAL WORK RELATIONSHIPS:

Supervises: Responsible for supervision of crew members.

Reports to: Construction Supervisor.

Maintains contact with supervisors, co-workers, vendors, customers, contractors, representatives of other utilities and governmental jurisdictions, and members of the general public.

WORK ENVIRONMENT:

Work location: 614 State St., Bangor, ME

Moderate to heavy physical effort is exerted in the set-up and operation of equipment, including bending, stooping, and movement of extremities necessary to handle equipment controls. Moderate physical effort is frequently required for sustained periods of time.

Performs majority of duties out-of-doors, in varying weather conditions, and is periodically exposed to cold and wet weather conditions, excessive noise, dirt, dust, and vehicle and equipment fumes. Safety precautions must be used at all times to avoid injury to self and others.

ADDITIONAL JOB REQUIREMENTS:

Ability to: perform manual labor; operate various small hand and power tools; legally operate District vehicles and heavy equipment including those requiring Maine Class A driver's license with a tanker endorsement; assigned District vehicles; work in accordance with the District's safety program, including in confined spaces; respond to emergencies at all hours and in all weather conditions; ability to lift 50 lbs.; learn and perform CPR and First Aid; live within 30 miles of the Bangor city limits; serve on weekly on-call rotation; and communicate with co-workers, vendors, and members of the public in a courteous and effective manner.