



## CITY OF BARTLESVILLE

### UTILITY CONSTRUCTION CREW LEADER – Water Distribution

#### JOB SUMMARY:

Under general supervision, serves as crew leader over employees involved in water line construction and specialized projects; ensures that construction tasks are planned, assigned and completed; ensures that required equipment and materials are made available to crews; identifies, analyzes and develops appropriate courses of action for problems that may arise. Carries out lead worker responsibilities including: training in job skills, assigning and directing work, making recommendations in performance appraisal, and reporting problems to supervisor. Installs water lines and repairs leaks; repairs/installs meters, taps, pours and finishes concrete and installs asphalt. Installs fire hydrants and valves. Ensures that the job site is operated in a safe manner; identifies safety hazards and makes corrections. Ensures proper traffic control in and around job site. Deals with the public and answers questions and concerns dealing with water construction projects in the field. Coordinates activities with other utility companies, contractors, plumbers, and others to complete projects. Chlorinates lines. Completes all required records, reports, and paperwork. Performs other related duties as assigned.

#### DESIRABLE QUALIFICATIONS

**Education and Experience:** High School diploma or GED; and, three to four years of progressively responsible related experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Valid Class A Commercial Driver's License. Water Operator Certification. **Knowledge, Skills and Abilities:** Methods, equipment and materials utilized in water distribution system construction and maintenance of lines. Operation and maintenance of all assigned equipment. Recordkeeping, report preparation, filing methods and records management techniques. Applicable state, federal and local ordinances, laws, rules and regulations. **Skill in:** Using tact, discretion, initiative and independent judgment within established guidelines. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Communicating clearly and effectively, both verbally and in writing. Planning, organizing, assigning, directing, and reviewing the work of staff. **Mental and Physical Abilities:** Ability to read and interpret plans, construction plans, and maps. Ability to follow established safety procedures. Ability to establish and maintain effective working relationships with a variety of individuals. Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth. Ability to deal with problems involving several concrete variables in standardized situations. While performing the essential functions of this job the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 pounds. While performing the essential functions of this job the employee is frequently required to lift and/or move up to 50 pounds. While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

**HOW TO APPLY:** Submit applications online at the City of Bartlesville's website under the 'Jobs' tab.

Link listed below:

<https://www.cityofbartlesville.org/city-government/human-resources/employment-application/>

Accepting applications and transfers from July 24, 2020 through August 7, 2020 or until filled.

Salary varies depending upon qualifications; salary range begins at \$15.46 per hour.

**AN EQUAL OPPORTUNITY EMPLOYER**

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4221