



CITY OF BARTLESVILLE
Construction Crewleader
WATER DEPARTMENT

JOB SUMMARY:

Under general supervision, the Equipment Operator supervises and coordinates a crew of 3 - 5 staff, assigning work tasks, using equipment, maintaining records, monitoring work quality and work schedules, insuring crew safety, training employees, and providing performance feedback. The employee leads and participates in performing various heavy construction projects, primarily water and wastewater pipe replacement with associated appurtenances. Crew leader will oversee and direct work for all phases of a construction project under the direction of the Water/Waste Water Sr Supervisor. Based on the duties and responsibilities outlined in this job description, this position is considered safety sensitive.

ESSENTIAL JOB FUNCTIONS: Carries out lead worker responsibilities including: training in job skills, assigning and directing work, monitoring crew work quality, ensure adherence to time schedules and safe work practices, making recommendations in performance appraisal, and reporting problems to supervisor. Operates excavators, loaders, compaction equipment, tractors, skid steers, hydro excavators, survey/grade instruments and other equipment necessary to complete an assigned project. Develops a schedule and cost-effective plan for completion of an assigned project. Collaborates with other staff to create preconstruction estimates and develops list of building materials necessary for a project. Coordinates and schedules the work activities of laborers and operators, communicating to and via project foreperson to deliver instructions and project assignments as appropriate. Regularly inspects work for quality and timeliness; prepares and provides progress reports; makes recommendations for necessary modifications. Ability to read and interpret construction plans and surveyor stakes. Ensures specifications and regulations outlined in architectural and engineering plans are followed. Monitors budget throughout the project and communicates variances as they occur. Maintains records related to costs and inventory. Addresses any safety violations or other deficiencies. Performs other related duties as assigned.

Education and Experience: High School diploma or GED; and Ten or more years of 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. Demonstrated success in managing employees and/or leading a crew. **Licenses and Certifications:** Valid Driver's License required. Valid State Water or Waste Water Operator's License Class D, or ability to procure licenses within 6 months.

HOW TO APPLY: Submit Application at the City of Bartlesville Job's website. Link listed below:
<https://www.cityofbartlesville.org/city-government/human-resources/employment-application/>

Accepting applications: January 08, 2021 through March 08, 2021 or until filled.

Salary varies depending upon qualifications; beginning at \$22.00

AN EQUAL OPPORTUNITY EMPLOYER
City of Bartlesville
401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4221