

## **ENGINEERING OPERATIONS LEADWORKER 1**

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible leadership work involving maintenance and repair of the City's sanitary sewer, storm sewer, drainage facilities and other city projects. Employees in this classification will lead a crew consisting of Operator 2's, lower level Machine Operators and maintenance workers. Under the general supervision of either an Engineering Operations Supervisor or a Public Works General Foreperson, the work is characterized by direct responsibility and accountability for planning, coordinating, and completing projects and assignments. Employees in this class are expected to apply independent judgment and discretion in situations where supervisory input is not readily available.

This position is not part of an automatic progression series. Rather, placement as an Engineering Operations Leadworker 2 or 3 is based on a competitive process or position study and the needs of the department.

#### Examples of Duties and Responsibilities:

Plan and coordinate maintenance and repair work related to City sanitary and storm sewer structures, drainage facilities, asphalt pavement and concrete sidewalk and curb and gutter. Review and evaluate assigned work orders and supporting documentation. Determine necessary equipment, tools and materials to complete assigned work. Confer with utility representatives, and consider utility locations, in making necessary repairs (i.e., equipment placement, necessity for hand-digging, etc.). Communicate with property owners.

Lead a crew of semi-skilled Street Machine Operator 2s, and lower level machine operators and maintenance workers and participate in the maintenance and repair, of: sanitary and storm structures (i.e. replace/adjust casting and rings; install/remove chimney seals, seal, patch and seal structures); larger scale tree clearing, grubbing and chipping projects; larger scale asphalt paving projects; and drainage facilities, repair of concrete sidewalk, and curb and gutter,

Be familiar with and follow job related requirements of the City of Madison's "Standard Specifications for Public Works Construction."

Train and orient new employees. Monitor the work of assigned crew and provide feedback to both the employees and the supervisor.

Maintain safe conditions at the job-site to include: establishing appropriate traffic control measures, avoiding overhead or underground hazards, and monitoring the use of employee personal safety equipment (e.g., vests, hard hats). Provide for other crew safety considerations.

Maintain accurate paper and computer records, and submit required documentation in a timely manner.

Lead crew and perform various weather related emergency response and recovery efforts (i.e. snow removal, storm grate cleaning, debris removal, pumping, etc.).

Perform related work as required.

## QUALIFICATIONS

### **Knowledge, Skills and Abilities:**

Working knowledge of the methods, materials, equipment and tools (i.e., dump truck, trailer, skidsteer, chop shop, chain cutter, pumps, generators, compactor, 4-gas meter, laser level, etc.) used in the installation, maintenance, and repair of municipal sanitary and storm sewer systems. Working knowledge of applicable safety practices and equipment. Working knowledge of state regulations relative to confined entry and trench entry. Knowledge of related first aid principles and CPR. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to maintain a safe job-site. Ability to use computerized GIS records to identify and locate underground sanitary and storm facilities. Ability to interpret and apply prints and diagrams of under-ground utilities. Ability to effectively plan, assign, and lead complex work of employees and crews. Ability to communicate effectively both orally and in writing. Ability to understand and effectively carry out oral and written assignments, and to make independent judgments and decisions when necessary. Ability to layout the work and lead a crew in all phases of the installation, maintenance, and repair of municipal sanitary and storm sewer systems. Ability to maintain effective working relationships with representatives of utility companies, Fire Department officials, the general public, supervisors and co-workers. Ability to successfully work with multicultural communities. Ability to operate a motor vehicle, equipment and tools used in the installation and repair of municipal sanitary and storm sewer systems. Ability to keep records, and make oral and written reports. Ability to perform manual tasks involving physical strength and endurance under variable weather conditions. Ability to maintain adequate attendance.

### **Training and Experience:**

Generally, positions in this classification will require:

One year of directly related experience performing responsible semi-skilled to skilled work in the installation, maintenance, and repair of municipal sanitary and storm sewer systems. Such applicable experience would normally be gained as a Street Machine Operator 1 and/or 2 within the City of Madison Engineering Division or equivalent levels in other sewer utilities or private contracting firms in sewer construction. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of the positions in this class will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a Class B Commercial Driver's License with airbrakes upon appointment. A condition of continued employment is the successful ability to obtain a Class A Commercial Driver's License within six months of appointment.

**Physical Requirements:**

Employees in this position must be able to lift/carry objects weighing up to 75 pounds and must be capable of lifting heavier objects with another employee. This position requires a high percentage of work outdoors in all types of weather at various times of day and night while walking and standing. In addition, employees must be able to frequently bend, twist, squat, climb and reach for extended periods of time and work in confined spaces.

Employees must be able to respond to emergencies outside of scheduled work hours, including nights, weekends and holidays.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Engineering	15	07

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director

Date