

ENGINEERING OPERATIONS LEADWORKER

CLASS DESCRIPTION

General Responsibilities:

This is responsible skilled project coordination and technical work, leading a crew consisting of Street and Sewer Machine Operator 3's, lower level Machine Operators and maintenance workers in the installation, maintenance, and repair of the City's sanitary sewer, storm sewer and drainage facilities. Employees in this classification will be assigned projects which are complex, a larger scale, and can include closed landfills, difficult and complex excavation and concrete work, complete installations, and building demolitions. The work is characterized by direct responsibility and accountability for all phases of assigned and emergency projects to include: scheduling projects, determining the materials and equipment needed; obtaining necessary utility clearances; determining the most cost-effective and timely methods to be used in making repairs; directing the crew in all phases of the work; and maintaining the safety of the crew and the general public. The work is performed under the general supervision of a Public Works General Foreman. Employees in this class are expected to use significant independent judgment and discretion in many situations where supervisory input is not readily available.

Examples of Duties and Responsibilities:

Plan and coordinate repair and installation work related to City sanitary and storm sewer systems. Receive a list of upcoming projects, prioritize, and schedule accordingly. Conduct pre-work site visits. Determine the location of necessary repair by reviewing relevant reports, maps and records. Determine necessary equipment, tools and materials for assigned projects. Determine cost-effective methods and materials to be used. Purchase materials as needed. Contact utility representatives, and consider utility locations, in making necessary repairs (i.e., equipment placement, necessity for hand-digging, etc.). Mark location of repair in field and related facilities in vicinity.

Lead a crew of skilled Street Machine Operator 3s, other machine operators and maintenance workers in the repair, replacement and installation of: underground sanitary and storm sewer facilities (i.e., mains, connections, services, leads, etc.) and structures and related appurtenances; storm drainage facilities and related appurtenances; and concrete sidewalk, curb and gutter, pavement, culverts, retaining walls, apron end walls, box culverts, wing walls, cunettes, flumes, access structures, catch basins, inlets, or other structures.

Oversee and participate in related crew activities to include directing and performing skilled equipment operations (i.e., backhoe, crane work, etc.) and breaking the street. Cut and replace damaged pipe using appropriate tools, couplings, etc. Oversee backfilling and compaction. Provide for resurfacing and complete concrete repairs. Oversee emergency repairs as necessary.

Lead and participate in varied other repair projects: manhole, inlets, and catchbasin repairs; manhole and catchbasin casting replacement; cleaning storm flumes and grates, and ditching greenways. Coordinate and lead a crew in building demolitions, installation and construction

of demonstration projects for stormwater treatment, and installation and repair at City closed landfills.

Be familiar with and follow the 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 adequate shoring and other crew safety considerations.

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

Perform snow removal work as assigned.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough 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. Thorough knowledge of applicable safety practices and equipment. Thorough knowledge of state regulations relative to confined entry and trench entry. Working knowledge of related first aid principles and CPR. 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 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:

Three years 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 2 or 3 within the City of Madison Engineering Division or equivalent levels in other public works divisions, one year of which involved some crew leadership experience. 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 A Commercial Driver’s License with an N endorsement. The successful candidate must have passed the written portion of the relevant Department of Transportation testing process before starting employment. A condition of continued employment is passage of the skills portion of the test and obtaining the required operator’s license within a specified timeframe.

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.

Department/Division	Comp. Group	Range
Engineering	15	10

Approved: _____
 Brad Wirtz
 Human Resources Director
 Date