

## **Crew Member Job Description**

**Title:** Crew Member  
**Job Analyst:** General Manager  
**Department:** Maintenance  
**Reports to:** Maintenance Manager

**Date:** July 19, 2011  
**FLSA Status:** Non-Exempt  
**Pay Range:** Pay Band VII

### **Job Summary**

A Maintenance Crew Member works in a team environment led by a Crew Chief and performs “hands-on” labor to install, repair and maintain water and wastewater lines for WCSA in a safe and effective manner, and reports to the Maintenance Manager or his designated representative.

### **Duties and Responsibilities**

- Makes water service connections.
- Locates and repairs water line leaks.
- Repairs water line appurtenances.
- Operates valves and hydrants.
- Drives WCSA vehicles.
- Maintains and cleans equipment.
- Collects samples for testing.
- Monitors flow rates and pressures.
- Responds to customer inquiries.
- Maintains inventory of materials.
- Directs traffic on right of way for safety.
- Communicates shares information with other WCSA employees.
- Coordinates work with other WCSA employees.

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

- Physically capable of lifting, digging and performing field water line work.
- Skilled in the use of trucks, air compressors and related construction equipment.
- Knowledgeable of safe working practices.

### **Credentials and Experience**

- High school Diploma or equivalent (GED) (required); experience could be substituted for education, at the discretion of the General Manager.
- A valid driver’s license (required).

- CDL is highly desirable.
- Drug free and fully compliant with WCSA's Drug and Alcohol Policy.

### **Special Requirements**

- Willing to be on-call, work overtime, holidays and weekends as requested by Maintenance Manager.

### **Working Conditions and Hours**

Work is performed outdoors and in all weather conditions. Work is largely manual with hand tools. Motorized equipment is operated often and open-ditch hazard is frequent. Current regular work hours are 7:00 AM to 3:30 PM, Monday through Friday, with a 30 minute lunch period, but work hours may be changed from time-to-time. Moreover, due to the nature of operating water and wastewater systems, afterhours work may be necessary from time-to-time, and therefore employees are expected to be available after the end of the shift when required. Having personnel available to address emergencies is also important and therefore the Maintenance Manager will develop and implement an on-call schedule that is in the best interest of WCSA for the maintenance department. Compliance with the on-call schedule is a condition of employment.

All press conferences, statements, releases, interviews, or any other official communications bearing WCSA's name, logo, seal or data shall not be made or granted by an employee pertaining to the business of WCSA without the prior knowledge and approval of the General Manager. The General Manager is the media contact for WCSA.