

MANCHESTER TOWNSHIP

Job Title: Crew Leader – Sewer Department
Department: Public Works
Classification: Full-time (Non-Exempt)
Reports to: Public Works Superintendent

Job Summary:

Leads the Sewer maintenance team to ensure that the township sanitary sewer lines and pump stations are well maintained, and in compliance. May assist with other public works projects as needed.

Reporting Relationship:

This position reports to the Public Works Supervisor. This position receives general supervision and leads sewer laborers in completing assigned projects.

Essential Tasks:

1. Completes sewer projects by conferring with the Public Works Director and Supervisor for establishing priorities.
2. Leads laborers in the preventive maintenance and repairs of Township sanitary sewer lines and pump stations. Accomplishes results by communicating job expectations; training, and appraising job results.
3. Accomplishes results by performing all sanitary sewer line and pump station maintenance such as performing preventative schedules, mechanical and electrical repairs, line monitoring, and meter readings. Confers with subcontractors and engineers to exchange information.
4. Provides historical reference by documenting information, maintaining files, submitting weekly, monthly, and yearly required reports.
5. Reviews estimates of materials and supplies necessary to complete projects; may obtain quotes and completes requisition according to township procedures.
6. Keeps Public Works Director and Supervisor informed by reviewing and analyzing projects, summarizing information; and informing of critical incidents.
7. Maintains professional knowledge by attending educational workshops and reviewing publications.
8. Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.

Additional Tasks: Contributes to team effort by performing other assigned duties as needed. Maintains cooperative relationship with the Manchester Township staff by communicating necessary information, responding to requests, building rapport; and participating in problem solving methods.

Job Qualifications

Essential knowledge, skills, abilities, and experience:

- High School Education or equivalent plus experience in sewer line and pump station maintenance.
- General knowledge of, and ability to use and operate, common construction and maintenance equipment.
- Basic mechanical and electrical knowledge.
- Demonstrated ability to lead people and get results through others.
- Ability to work without close supervision.
- Willingness to do other public works tasks as assigned.
- Ability to establish and maintain effective working relationships with staff, officials, contractors, and the general public.
- Ability to understand and follow oral/written instructions and communicate orally and in writing.
- High degree of accuracy with attention to detail required.
- Ability to evaluate problems and take decisive action.
- Ability to perform manual labor for extended periods of time under adverse working conditions.
- Ability and understanding of computer programs such as, but not limited to Word and Excel.

Physical demands and Work Conditions:

- Ability to work long hours in peak times and work in outside temperatures and conditions.

Licenses, Certification or Registration:

- Possession of a valid Pennsylvania motor vehicle operator's license for the class of vehicles to be operated. CDL License required.
- Pennsylvania Department of Environmental Protection Waste Water Operator Certificate.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.

Manchester Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Manchester Township complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.