



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	UTILITY CREW LEADER	<b>Department:</b>	WATER
<b>Job Code:</b>	5428	<b>Status:</b>	NONEXEMPT
		<b>Grade:</b>	L-7

### Summary

This is responsible technical work leading a moderate sized work crew in the installation, repair and maintenance of water or sewer systems and appurtenances.

Work requires participating in and assignment of a wide variety of duties and responsibilities including strenuous physical demands while working in excavations or from inside buried water or sewer conduits, frequently under adverse weather conditions. Work involves responsibility for effectively laying out work, determining methods, materials and equipment and assigning specific duties to crew members and ensuring that the crew follows all established safety guidelines. Employees of this class receive instructions orally and in written form from higher level supervisors and are expected to exercise broad independent judgment while implementing work within defined standards and to react responsibly in meeting extraordinary circumstances. Work is inspected while in progress, upon completion and through reports and conferences.

### Duties and Responsibilities

- Leads crews in the installation, repair and maintenance of water or sewer systems and appurtenances.
  - Prepares working plans and sketches including directions, methods to be used, required materials and necessary equipment; coordinates with specialized services' crews.
  - Participates and directs digging and shoring of excavations ensuring full safety of workers in excavations.
  - Ensures that all crew members are following safety guidelines i.e. confined spaces, excavation safety and traffic control safety; lock out tag out.
  - Participates and directs backfilling and tamping operations.
  - Participates and directs the operation regulating valves, keys and other controls.
  - Directs and assists in operation of tapping equipment to make taps in water or sewer lines.
  - Participates and directs the laying of new lines to grade; builds and repairs manholes; installs valves and other regulating controls.
  - Receives requests for emergency and other unscheduled work and arranges for work completion.
  - Instructs employees in usual and new work methods of work, equipment usage, safety and maintenance and department policies and procedures.
- Maintain necessary notes, submits required reports, and works with employees to resolve any complaints or grievances; assists in the completion of employees' annual service rating.
- Attends progressive management training classes as specified for job functions.
  - Performs related duties as required.

**Technical Skills**

Considerable knowledge of:

Equipment, tools, methods and materials used in water or sewer system construction and maintenance.

Operation, routine maintenance and safety requirements of moderately heavy trucks and construction equipment.

Operation of water or sewer systems and appurtenances.

Hazards involved in excavation and shoring operation and construction equipment operation.

Safe work and accident prevention.

Ability to:

Understand and carry out oral and written instructions.

Plan, assign and supervise the work of subordinates.

Perform assigned duties and responsibilities involving physical strength and under variable weather conditions.

Must possess knowledge and skill in blueprint reading and map reading/interpretation on a computer based Geographical Information System (GIS).

Maintain appropriate records and prepare reports.

Establish and maintain effective working relationships with associates, subordinates, management and the general public.

Operate and instruct others in the use and operation of tools and equipment normally used.

**Education and Experience**

High school graduation and four (4) years' experience in water or sewer construction and maintenance work

**Certificates/  
Licenses/Special  
Requirements**

- Must possess a valid State issued driver's license in accordance with the City of KCMO policies.
- Must pass a background check as prescribed by the City.
- Possession of a valid CDL (Commercial Driver's License) issued by the State of Missouri prior to the end of the employee's probationary period (Appropriate CDL will be determined by the department).
- Must pass a physical examination as prescribed by the City.
- Will be required to pass a pre-employment drug screen.

Must possess at least one of the certifications listed below that is applicable to the employee's work area within 6 months of moving into this job classification:

- Distribution System Level I (DS-I) License with the State of Missouri
- Wastewater Collections system level C certification with the State of Missouri
- Backflow certification with the State of Missouri

**Supervisory  
Responsibility**

Functions as lead worker.

**Supervision  
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created****Revised**

1/15, 8/2022