

## **JULIE CREWLEADER**

**Reports to:** Superintendent of Water Distribution

**FLSA Status:** Non- exempt

**Department:** Water Department

**Summary:** This is a supervisory level position for the Joint Utility Locating Information for Excavations (JULIE)/Distribution; work is performed marking the complex City owned underground infrastructure and maintenance tasks in the municipal water distribution system and its components.

Work involves responsibility for performing, organizing and leading the work of skilled and semi-skilled locating technicians and maintenance personnel, laborers, and equipment operators assisting in the locating City owned water mains, sewers, communication fiber, electric power and traffic signals. Assignments also include the performance of related skilled tasks as a water maintenance worker/water maintenance crew leader. The assigned work is performed independently under the direction of the Superintendent of Water Distribution and is reviewed through discussions on specific problems, incidental inspections of completed work, work reports prepared, and the achievement of desired results.

**Essential Functions:** include the following. Other duties may be assigned. These examples may not include all of the tasks and/or knowledge which may be expected of the employee, nor do they cover all of the specific duties which may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Organizes the daily JULIE tickets and performs or assigns such work to the locating technicians.

Responsible for the correct, safe, and efficient locating of the City owned underground utilities including telecommunication, electric power, water, sewer, and communication fiber. Completes the necessary paper and photographing each locate.

Ensures that the JULIE utility marker system regulations are followed during operations and keep current on changes.

Responsible for crew safety ensuring that proper on-the-job safety procedures are followed and safety equipment is consistently and properly used.

Prepares standard job reports; provides management with specific data for daily log reports; lists materials used, work performed, and man hours devoted to respective jobs.

Investigate any missed marked utility or hit City owned underground asset. Prepare a written account of the investigation.

Acts and performs all general duties listed in position of a Water Maintenance Crewleader job, which shall include acting as the Competent Person on job sites.

Performs related work as required.

### **Qualifications:**

**1) Education/Experience:** Graduation from standard high school or vocational/technical school; considerable experience with a city maintenance function in the water distribution system; or any equivalent combination of training and experience to provide the following knowledge, abilities, and skills:

### **2) General Skill Levels:**

#### **Knowledge of:**

- A municipal water system grid and its components.
- The tools equipment, and work methods used in water system construction, maintenance, and repair work.
- The standards and occupational hazards involved in trenching, general maintenance, and the operations of automotive equipment.
- Occupational hazards involved and of the safety precautions necessary in the performance of assigned work.
- Computer software system(s) including but not limited to the software related to the Julie locates, email, work order system, internet searches, and GIS.
- Considerable knowledge of JULIE regulations.

#### **Skill in:**

- Planning, organizing and directing a work crew within the responsibilities of this position.
- Transferring technical knowledge to operational activity to achieve desired results.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- The use, care, and demonstration of general and specialized tools, and the mechanical and automotive equipment used in required maintenance work.

#### **Ability to:**

- Perform work independently under limited supervision.

- Plan and organize the completion of maintenance work with skilled and semi-skilled maintenance crews and individuals.
- Ensure that proper on-the-job safety procedures are followed and safety equipment is properly and consistently used.
- Read and understand technical information including plans and blueprints and apply guidelines and regulations to operational situations.
- Prepare standard work reports.
- Communicate orally and in writing with internal and external stakeholders professionally, difficult work situations.
- Uses and maintain a computer based software system for Julie locates.
- Ability to efficiently use the City's Geographic Information System (GIS) for locating utilities.
- Understand and follow general oral and written instructions.
- Work evenings, nights and weekends as required and respond to emergency situations.
- Ability to train other employees to properly perform Julie locates.
- Safely use and maintain general and specialized tools, manual and power maintenance tools, and light automotive equipment.
- Correctly perform basic arithmetic.
- Correctly take, record and use measurements.
- Distinguish colors used in the JULIE color coding system.

### **3) Certificate or Licenses:**

Required: Possession and maintenance of a valid Illinois Class B Commercial Driver's License with airbrake endorsement.

Preferred: Illinois Class D Operators License is desirable.

### **4) Physical Requirements/Working Conditions:**

Work is performed in an office environment and outdoors in all conditions including hot, cold, wet and dry weather. Work requires traveling to in-town construction sites and the ability to traverse a variety of natural and altered ground surfaces which may be uneven, wet or slippery or sloped.

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