

# NEW CASTLE COUNTY GOVERNMENT

Number 0780

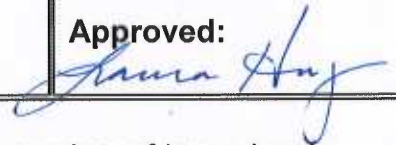
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Date 12/16/13

## CLASS SPECIFICATION

**Title:** CREW CHIEF II

**Approved:**



GENERAL STATEMENT OF DUTIES: Directs and supervises a number of lower level supervisors, pipelayer supervisors, equipment operators, trades workers, skilled and unskilled workers, and contract vendors within the section in the installation, maintenance, operation, reconstruction, and repair of New Castle County sanitary sewer lines and systems, storm drainage systems, and waterways, parks and other New Castle County facilities; investigates and responds to service requests, complaints, and problems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for directing and supervising the field activities of lower level supervisors, pipelayer supervisors, equipment operators, trades workers, and skilled and unskilled workers. This employee also inspects and manages projects performed for New Castle County by contractors and vendors subject to the review and approval of a higher level supervisor. This work may be on a County and/or section-wide basis, or may be broken down to specific shifts, geographic areas, types of work, or other logical division of the section. This employee has extensive contact with the public, other sections, divisions, and departments of the County and outside agencies as needed on related matters. This employee works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Ensures a safe work place for all personnel and the public through the maintenance and enforcement of safety standards and procedures, including the prompt investigation and reporting of all accidents, and makes recommendations for safety improvements;
- Plans, schedules, lays out, inspects, and supervises maintenance and construction projects and other work assignments relating to the work being performed by employees of the section or by contractors or vendors for the section;
- Assigns and schedules work crews, equipment operators, and skilled and unskilled workers;
- Investigates service requests and complaints related to maintenance and operations;
- Inspects work in progress and completed work to assure conformance with plans and specifications and recommends acceptance or non-acceptance of work being performed by contractors and vendors for the section or represents the section on work being turned over to the section;
- Recommends the procurement and coordinates the delivery of outside support

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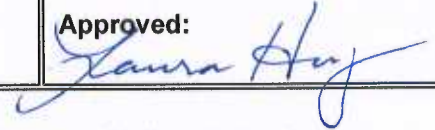
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- services such as rental equipment, materials, contract vendors, and other agencies;
- Requisitions necessary equipment, materials, and supplies from the appropriate warehouse and storage areas and obtains such when needed;
- Supervises subordinate employees;
- Prepares various performance, status, progress, and work reports on a regular and as-needed basis;
- Plans, schedules, and maintains various routine work programs, including preventive maintenance;
- Responds to after-hours emergency calls and, if and when scheduled, is on call and stays in contact with appropriate individuals;
- Marks sewer or drainage utilities as assigned and makes initial investigation, decision, or response to sewer related odor complaints;
- Uses field analytical instruments for safety testing and basic environmental monitoring;
- Performs dye tests and uses appropriate equipment and instruments to locate and trace sewer pipes, sewer covers, connections, and other utilities;
- With appropriate training, supervises work under confined space entry guidelines;
- Maintains time and material records;
- Coordinates construction activities with the State of Delaware Department of Transportation;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the operation, maintenance, preventive maintenance, construction, and repair of the drainage or sanitary sewer system; thorough knowledge of standard practices used in public works maintenance and construction projects; thorough knowledge of Miss Utility polices and procedures relevant to sewer maintenance operations and construction; thorough knowledge of the occupational hazards and precautions associated with drainage or sanitary sewer work; thorough knowledge of the maintenance requirements of commonly used construction and maintenance equipment and tools; good knowledge of work order tracking software; good knowledge of surveying practices and the ability to use transits and lock levels; ability to effectively supervise subordinates and coordinate their work; ability to read and interpret drainage and sanitary sewer construction plans and specifications; ability to calculate material quantities and equipment needs; ability to effectively interpret problems and implement actions to correct problems; ability to communicate courteously and effectively, both verbally and in writing.

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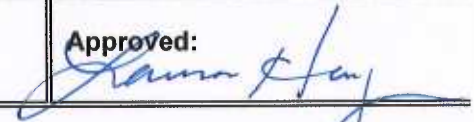
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**MINIMUM QUALIFICATIONS:** At least three (3) years of experience at the level of Crew Chief I or equivalent, two (2) of which must have been in drainage or sanitary sewer operations and maintenance or utility line construction/maintenance work, and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass a Class II County physical examination and background check; possession of a valid Delaware Class D driver's license or its equivalent. A commercial driver's license Class B (CDL-B) may be required for some positions. Within two (2) years of notification of the requirement, any or all of the following may be required: a waste water collection system operator's license or its equivalent, a State of Delaware - Erosion and Sediment Control Construction Supervisor Certificate, a confined space entry training certification, a herbicide applicator's license, and any other licenses, certifications, or course requirements that may become required by the State of Delaware or Federal Government.

**HISTORY OF REVISIONS:**

Established: 04/29/74  
Revised: 07/09/75  
Revised: 06/05/89  
Revised: 01/01/91  
Revised: 05/08/95  
Revised: 11/01/98  
Revised: 07/02/02  
Revised: 01/08/08  
Revised: 06/23/08  
Revised: 12/02/11  
Revised: 12/16/13