


Employer: Town of Steilacoom		Worker:	
Vocational Firm: Address:	Precisionary, Inc. P.O. Box 6 East Olympia, WA 98540-0006	Claim #:	
Phone:	(360) 515-5962	Job Title:	Streets/Stormwater Crew Leader
Involved Body Parts:		DOT#:	005.167-014

JOB ANALYSIS

Job Title:	Streets/Stormwater Crew Leader	DOT Title:	Drainage Design Coordinator
SVP:	8	DOT #:	005.167-014
GOE:	05.01.03	Type of Industry:	Waterworks

Analyst: Gina Jaeger Dean, BA, CDMS	JA Source: Town of Steilacoom
Assigned VRC: Gina Jaeger Dean, BA, CDMS	Contact: Paul Loveless
Date: September 18, 2013	Approved:

On-Site
 Interview
 Representative

Essential Functions:


Basic Function: The Crew Leader is responsible for coordinating, scheduling, analyzing, and participating in the maintenance/construction of streets/storm drain systems. The incumbent prepares accurate reports, work orders, and other written material as needed. This employee is accountable for the efficient/effective utilization of personnel, equipment, and materials. The Crew Leader has thorough knowledge of the department's purpose, functions, and practices. The Crew Leader trains/evaluates assigned employees and works under the general supervision of the Public Works Director. The Crew Leader reviews plans and inspects construction of Town Capital Improvement Projects that involve street and storm drain improvements.

Reports to: Public Works Director

Supervises: Servicepersons I, II, III, and Seasonal Workers

Duties and Responsibilities (Essential functions are items 1, 2, 3, 4, 5, 6):

- 1) Supervises, assigns, trains, and participates in the maintenance, installation, and repair of all aspects of the Town's streets, sidewalks, and right of ways including, but not limited to: snow/ice control, asphalt repair, overlay preparation, crack sealing, mowing, sweeping, and restoration.
- 2) Supervises, assigns, trains, and participates in the maintenance, installation, and repair of all aspects of the Town's storm drain system, including, but not limited to: mains, culverts, bioswales, stormwater access holes, oil separators, restrictors, catch basins, and services. Performs water quality monitoring and testing.
- 3) Demonstrates thorough knowledge and proficiency in the safe operation of various heavy equipment to include backhoes, dump trucks, Vector trucks, sewer jet trucks, and all related equipment.
- 4) Supervises/leads the Streets and Storm Drain crews in the scheduling, planning, inspecting, assigning, training, mapping updates, water quality assurance, and record keeping. Monitor and evaluate progress and the completed tasks to ensure all work is done to industry and Town standards. Maintains accurate personnel records and evaluates the individuals supervised. Composes correspondence for the division and superiors. Completes statistical and status reports as needed. Assists in the preparation, development, and management of the division budget.

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- 5) Conducts inspections of work sites to include work performed by Town crews, private developers, and contractors. Reviews development plans for compliance with Federal, State, and Town's requirements. Works closely with engineers in the development of plans and specifications for public works projects. Holds and attends meetings as required and has repeated contact with residents, contractors, and vendors.
- 6) Contacts customers, vendors, and contractors to answer questions, obtain quotes on material and equipment, resolve problems, ensure compliance, respond to concerns/complaints, and performs inspections.
- 7) Responds to callouts/emergencies.
- 8) Performs the functions of the position with/without accommodation.
- 9) Maintains compliance with the requirements for vehicle/equipment/tool use to ensure the ability to safely/efficiently complete the necessary tasks of the position.
- 10) Provides positive/active support of town customers, citizens, and coworkers.
- 11) Establishes and ensures compliance with appropriate safety programs and training directly applicable to waterworks employees.
- 12) Assists the Public Works Director in the review, planning, and execution of special projects, capital improvement projects, and private development projects to include inspections.
- 13) Performs other duties as requested to include assisting the electric, streets, storm drain, parks, or Public Safety departments.

Duties as listed above are illustrations of the types of work that may be performed in the position. Omission of specific statement of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.

Job Qualifications and Skills:

Minimum Qualifications:

- 1) High school diploma or GED.
- 2) Six years of experience in the construction, maintenance, and repair of street/storm drain systems.
- 3) One year supervisory and planning experience in related fields and one year college level course work, or two years of demonstrated supervisory and planning experience in related fields.
- 4) Must be able to comply with all requirements as outlined in Washington Administrative Codes (WAC) that pertain to this position including, but not limited to, WAC Chapter 296-155.
- 5) Possess a good driving record.
- 6) Possession of, or ability to obtain, a valid Washington State Driver's License Combination Class: B with tanker endorsement and be subject to random drug and alcohol testing.
- 7) Possession of, or ability to obtain, Washington Industrial First Aid Certification, Cardio-Pulmonary Resuscitation Certification, and a Washington State Flagging Card.
- 8) Compliance with Washington Administrative Code pertaining to supervision of street and stormwater personnel.
- 9) Possession of, or ability to obtain, a USDA Roadside Pesticide Applicators License.
- 10) Possession of, or ability to obtain, an Erosion Control Lead Means & Methods Certification (CESCL).
- 11) Pass a background check with no convictions for crimes against *at risk* populations.

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Knowledge, Abilities, and Skills:

- 1) Extensive knowledge of methods, practices, tools, and materials required for maintenance/construction projects.
- 2) Knowledge of the most recent version of the Western Washington Stormwater Management Manual.
- 3) Knowledge of the National Pollutant Discharge Elimination Systems (NPDES) guidelines and regulations.
- 4) Knowledge and basic identification of noxious weeds.
- 5) Possession of or ability to obtain Department of Ecology Certified Erosion Control Lead Certification.
- 6) Possession of or ability to obtain a USDA Roadside Pesticide Applicators' Certification.
- 7) Ability to identify and resolve problems to ensure resolution in a timely manner with minimum service interruptions.
- 8) Ability to maintain harmonious work relationships.
- 9) Effective communication with management, employees and the public.
- 10) Ability to comprehend and execute written and oral instructions.
- 11) Ability and willingness to respond to emergency calls during other than regular work hours, in any/all working conditions.
- 12) Thorough knowledge of safety procedures and rules governing related work.
- 13) Willingness to obtain additional training as required by the department.
- 14) Ability to analyze and manage emergency situations. Exercise sound judgment in stressful situations.
- 15) Ability to make time and material estimates on proposed construction projects.
- 16) Ability to maintain expenditure reports and assist in budget development.
- 17) Computer skills to include Word and Excel. Operate printers, copiers, faxes, and related office equipment. Willingness to learn and apply new technologies such as Geographic Information Systems (GIS) and Global Positioning Systems (GPS).
- 18) Proficient operation of backhoes, dump trucks, Vector trucks, sewer jet trucks, and all Town and/or rental equipment.


Machines, Materials, Tools, Special Equipment, Personal Protective Equipment Used:

Vector truck, cylinders and hoses weighing up to 42 lbs (for Vector truck), backhoe, drain pipe (various sizes and weights), sewer access hole covers (24 inch = 90 to 120 lbs.), storm drain covers, material compacters, shop vacuum, vest, hard hat, cones, crank, confined space harness and lift (35 lbs.), hand saw, two-way radio, drill, fire hose, rake, shovel, garbage cans, shop rags, sewer access hole hook, sniffer (confined space equipment), bag of concrete (60 lbs.), pneumatically operated paint sprayer

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time	
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input checked="" type="checkbox"/> Heavy	8	Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5	Days Per Week


The position may require over-time, especially during inclement weather conditions. The percentages listed in the time and frequency columns represent an estimate of maximum amount of time a worker would spend

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performing these physical demands. Work assignments vary from day to day, and the crew leader may be called out to perform the work of a serviceperson due to absences, or job requirements.


PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	Time	N	S	O	F	C	
Sitting	Up to 80%				X		Utilize technology to check storm drain inventories, fill out work orders, enter GIS coordinates, and check e-mail. Sitting is also performed when operating motor vehicle, street repair equipment, dump truck, driving Vector truck, and when operating backhoe, participating in staff and safety meetings, schedules work and ensures equipment is available, map reading, and plan review. Performed when working at computer to compose correspondence, reports, and summaries.
Standing	Up to 50%				X		Working within drains, storm lines, waterways, ditches, sewer, and electrical lines, operating pumps and equipment, and flagging. Standing is also performed when repairing cracks in asphalt, when painting curbs, and when laying out stencils for crosswalks.
Walking	Up to 50%				X		Performed when supervising temporary or seasonal crews, gathering and maneuvering equipment into place, accessing drains, operating machinery on Vector truck, striping streets, painting curbs, and other areas such as cross-walks, accessing various areas of the office, equipment yard, and performing jobsite inspections.

Lifting floor – waist	N	S	O	F	C	Tack oil (75 lbs.), bags of cement (up to 60 lbs.), jackhammer (60 lbs.), road debris including animal carcasses, fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, coal patch, etc.), various sizes and shapes of pipe (20 ft. of drain pipe may weight up to 100 lbs.), sewer covers (90 to 120 lbs.). The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
	N/A	Up to 75 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Lifting	N	S	O	F	C	Tack oil (75 lbs.) bags of cement (up to 60 lbs.),

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waist–shoulder	N/A	Up to 75 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	jackhammer (60 lbs.), road debris including animal carcasses, fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, coal patch, etc.), various sizes and shapes of pipe (20 ft. of drain pipe may weight up to 100 lbs.), sewer covers (90 to 120 lbs.). The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
Lifting above shoulder	N	S	O	F	C	Bags of cement (up to 60 lbs.), jackhammer (30 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, coal patch, etc.), various sizes and shapes of pipe (20 ft. of drain pipe may weight up to 100 lbs.), sewer covers (90 to 120 lbs.). The sewer covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
	N/A	Up to 30 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Carry (Dist.)	N	S	O	F	C	Any of the items listed above may also be carried with the exception of the sewer hole covers. This item is typically lifted out of the ground, and rolled to an alternative location exposing the ladder and crawl space.
	N/A	Up to 60 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Pushing/ Pulling Force	N	S	O	F	C	Performed when maneuvering pipes, valves, Vactor truck hoses, sewer hole covers, and hand tools. It is also performed when operating a motor vehicle.
	N/A	Up to 100 lbs.	Up to 60 lbs.	N/A	N/A	


	N	S	O	F	C	
Climbing		X				Climbing ladders (both above and below ground).
Balancing		X				Performed while working in storm drain, and when climbing ladders, entering/exiting work site equipment, stooping, raising from a kneeling position, and when walking, especially over uneven ground.
Stooping / Bending			X			Performed when troubleshooting in order to identify and locate pipes – wand may be utilized. Performed when striping, spraying pavement markings, cleaning drains, and painting curbs. May involve bending below ground level, and also may be performed when working in office to access areas below waist.

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Twisting			X			Performed when driving to check for traffic conditions, operating the backhoe, working in sewer access hole, shoveling, and opening/closing vault lids, sewer access hole covers.
Squatting / Kneeling			X			Performed when troubleshooting in order to locate water pipes, checking pumps, and testing stormwater quality. This activity is performed periodically. This function may also be performed when working in confined spaces.
	N	S	O	F	C	
Crawling		X				Required when entering small spaces. This is performed on a very seldom basis as most access areas are supplied by ladders, and are not confined enough to require crawling.
Foot Controls			X			Performed when operating motor vehicle, Vector truck, backhoe, and other motorized equipment.

The frequencies are documented in terms of maximum amount of time the functions would be performed. Workloads vary each day depending upon the activities, and the number of available crew members. There may be days where these functions are performed less frequently.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Working with plans, operating motor vehicles, climbing ladders, working with hand tools, locating devices, raking debris racks, changing storm drain filters, and utilizing other hand-held equipment all require reaching forward.
	Below Waist		X			Performed when picking up tools and materials from ground level, locating underground pipes, working with pumps, drain covers, and vaults, digging, and reviewing plans (from a standing position).
	Above Shoulder	X				Climbing ladders, and when working within open drains. Working above shoulder may also be required to operate parts of the Vector truck to access truck components, and various pieces of equipment.
Handle/Grasp					X	Items manipulated include plans, scale, computer mouse, telephone, two-way radio, steering wheel, hand tools, metering equipment, vault lids, ladders, motorized equipment, shovels, drain covers, flashlights, vault keys, pipe marking equipment, entering/exiting vehicles/equipment.
Fine Finger Manipulation			X			Performed when keyboarding, and utilizing computerized equipment. This function may also be required when working with small parts, utilizing vault keys, writing reports, and evaluations.

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Hand Controls			X			Items maneuvered include Vector truck, motor vehicles, two-way radio, and, operating backhoe, tar trailer, paint sprayer, side mower, dump trucks, and jackhammer.
Repetitive Motion		X				Shoveling, tightening bolts, and keyboarding are examples of repetitive motion tasks. Walking is also performed on a repetitive basis, and is often performed on uneven ground.
Vibratory Tasks		X				Operation of the jackhammer, Vector truck, backhoe, and dump truck.

	N	S	O	F	C	
Talking					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Hearing					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers
Vision					X	Near and far acuity are required in order to operate motorized vehicles, heavy equipment, testing equipment, and to work within confined spaces, monitor computer screens, reading/writing reports and evaluations, reading schematic drawings/blueprints/plans.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather				X		Noise Intensity			X		
Extreme Cold			X			Atmospheric Conditions			X		
Extreme Hot			X			Exposed Heights		X			
Wet and / or Humidity			X			Exposure to Electricity		X			
Proximity to Moving Mechanical Parts			X			Exposure to Toxic / Caustic Chemicals			X		
Exposure to Explosives		X				Exposure to Radiation	X				

Other: Requires exposure to hazardous conditions: i.e. working in traffic, working at night, entry to confined spaces and deep excavations, excavations in the close proximity to high voltage electric, gas, and other utilities. There is frequent exposure to loud noises, extreme heat, and cold. Requires exposure to the elements 75 percent of the time. Requires exposure to hazardous materials: i.e. blood borne pathogens, paints, solvents, asphalt, chlorine (in gas, dry, and liquid forms), and contact with live sewer.

Analyst's Comments:

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Possible Employer Modifications:

Note: The information for this job analysis was gathered by either on-site observation, interview and/or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a “best estimate” may have been used.

Analyst:

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

9/18/2013

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Vocational Consultant

Date

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Date