

CLASS TITLE: CREW HELPER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing a variety of unskilled and limited semiskilled tasks; works as a member of a crew engaged in hazardous, heavy construction and/or major repair or maintenance activities involving City services or facilities and other related assigned duties.

ESSENTIAL TASKS (All Departments/Divisions):

- Maintains and repairs pipes, valves, hydrants and related facilities
- Cleans sewer or water lines and checks for leaks
- Assists a crew that installs and removes shoring equipment
- Assists crew workers in a variety of construction, repair or maintenance activities
- Sets up site protection devices and flags traffic
- Operates a variety of powered and heavy automotive equipment
- Trims and removes trees and shrubs
- Cleans up work area and equipment upon job completion
- Must report to work on a regular and timely basis

In addition to the above tasks, the following essential tasks may be required by the individual department/division.

Distribution Systems

- Installs, checks, repairs and/or replaces water line breaks and leaks, service lines, waste lines and water pressure
- Installs, maintains, checks, repairs and removes fire hydrants, flushing hydrants and main line valves
- Operates a variety of small equipment
- Operates and maintains a variety of heavy automotive equipment
- Performs dead end line maintenance/water flushing
- Obtains water samples
- Locates, marks, inspects and operates valves and conducts valve surveys by atlas page
- Investigates, tests and corrects water pressure and chlorine level
- Disinfects, cleans and/or flushes water mains, storage tanks and lines
- Maintains pump station, vehicle and equipment

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- Reads sewer atlas, locates manholes and sets up equipment
- Performs vehicle, facility and equipment maintenance
- Operates and maintains TV mini-camera equipment
- Performs smoke, air and dye testing on sewer lines
- Installs, calibrates, checks and cleans flow monitors
- Operates a variety of small equipment
- Takes sewage overflow samples
- Maintains materials and tools inventory on truck
- Tests and inspects sewer lines

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of the 10th grade and three (3) months of experience performing heavy manual labor preferred;. Must be able to pass a basic reading/writing aptitude test. Refer to the Trades Worker Progression Criterion Document for additional requirements.

Knowledge, Abilities, and Skills: Good knowledge of basic manual labor practices, methods, tools and materials; and some knowledge of the hazards of the work. Ability to perform heavy manual labor over an extended period of time in varying weather conditions; ability to understand verbal instructions and to read and follow written instructions; ability to learn and perform more responsible tasks; ability to use hand and mechanical tools and equipment; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 60 pounds; occasional lifts/carries up to 105 pounds; occasional pushing and pulling up to 60 pounds; frequent balancing, bending, kneeling, handling, climbing, smelling and twisting; occasional reaching, crawling and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; possession of a Class "B" Commercial Driver's License (CDL) with applicable endorsements within 6 months from date of hire.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/extreme temperatures, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic materials, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, high noises; and may be required to work overtime and be on 24-hour standby.

Class Code: 8521

EEO Code: N-08

Pay Grade: LT-13

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

Effective date: March 6, 2017