



DISTRIBUTION COLLECTION CREW LEADER

PAY RANGE: \$20.91-\$33.45/HR

General Statement of Duties: Leads crew and performs difficult technical and skilled work in the installation, replacement, location, repair and preventive maintenance of water and sewer lines and other utility appurtenances.

DISTINGUISHING FEATURES

An employee in this class is responsible for field leadership of a small crew of workers engaged in the construction, maintenance and repair of water and sewer pipe systems, storm water management systems, pumping stations, and appurtenances. Work involves participation in and job site supervision over assigned projects that require technical and mechanical skill. The employee operates construction equipment such as backhoes, trenchers, sewer jet and vacuum apparatus, and a variety of power and hand tools associated with the work. Work also includes responsibility for the safety of work crew including establishing cones, barricades, etc. and the appropriate trenching, grading, and shoring of excavations. Work also includes making taps to water and sewer mains, installing hydrants, meters, and valves, reading meters, flushing hydrants, exercising valves, and making repairs to the water and sewer distribution and collection system. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens and may be required to wear specialized personal protective equipment. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.
- Must possess the visual acuity for depth perception, night vision, inspection of small parts and/or defects, operating motor vehicles or equipment and for determining the accuracy and thoroughness of work, read gauges, and make written records.
- Must have the stamina to work for extended periods, some of which in emergency situations.



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.
- Thorough knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.
- Thorough knowledge of the use of common hand and power tools and construction equipment.
- Thorough working knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Knowledge of work hazards and applicable safety precautions associated with assigned area of work.
- Knowledge of the proper placement of traffic safety signs and cones.
- Knowledge of the municipal water service policies and procedures.
- Knowledge of the application of information technology to the work.
- Skill in customer contact, teamwork and collaborative conflict resolution.
- Skill in the operation of a light and medium size construction equipment.
- Ability to obtain flagger certification from NC Department of Transportation.
- Ability to attend work regularly and to operate in a constant state of alertness and safe manner.
- Ability to walk and stand for long periods of time, perform duties in heavy traffic and under adverse weather conditions, and work as part of a team in a variety of weather conditions.
- Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.
- Ability to assign and supervise the work of others on the job site.
- Ability to solve problems and make autonomous decisions within scope of responsibilities and implement effectively.
- Ability to read and interpret documents including safety rules, operations manual, written directions.
- Ability to plan work/project activities and carry them through effectively.
- Ability to complete simple reports.



ESSENTIAL JOB FUNCTIONS

- Coordinates, assigns and inspects work by subordinates, serving as the on-the-job-site crew leader for day-to-day work functions and ensuring work is done safely and efficiently.
- May makes recommendations in or participate in hiring, disciplining, promoting and evaluating performance.
- Operates tapping machine to make water and sewer taps and service connections.
- Repairs and replaces water lines, hydrants, and meters.
- Locates and marks water lines and appurtenances for other utilities and contractors.
- Installs, changes, tests, repairs, rebuilds, and replaces meters.
- Performs hydrant and valve exercising, hydrant flushing, manhole inspections, AMI infrastructure maintenance, and other maintenance programs.
- Operates jet and vac trucks, TV monitor and other mechanical equipment, backhoe, front end loader, dump trucks, jack hammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, boring machines, and handheld detection equipment.
- Installs hydrants, meters, valves, clamps, and related pipeline apparatus; sets meter boxes; repairs and replaces fire hydrants.
- Observes and inspects the work of contractors.
- Manages, assigns, and completes work orders in electronic system, uploading pictures. Performs landscaping and asphalt repair after work is completed.
- Sets up safety cones and signs and may flag traffic around construction sites.
- Cleans and maintains light and medium vehicles, equipment and tools.
- Stocks and maintains assigned trucks and equipment.
- Prepares daily logs or other records.
- Receives and responds to citizen inquiries and complaints; notifies supervisor as needed.
- May be called to serve as Operator in Responsible Charge (ORC) and/or Back-Up ORC of sewer and/or collections.
- May serve as division supervisor in their absence.
- Operates a City vehicle to drive to and from worksites.
- Participates in an on-call rotating schedule.





DESIRABLE EDUCATION & EXPERIENCE

Graduation from high school or GED equivalency and extensive experience in installation and maintenance of water & sewer lines, including experience in the operation of heavy motorized equipment and in common and unusual work situations and problems dealing with the installation and maintenance of water and sewer lines including inspecting work of others; or an equivalent combination of education and experience.

HOW TO APPLY

Interested individuals are encouraged to apply online using the link below:

<https://www.cityofbelmont.org/jobs>

Pre-employment drug screening is required. Position is open until filled. Equal Opportunity Employer.

If you have questions, contact the Human Resources Director, Hannah Rayburn, at hrayburn@cityofbelmont.org.





CITY INFORMATION

Address: 1401 E. Catawba S., Belmont, NC 28012

Year Established: 1895

Population: 15,010

Number of Full Time Employees: 185

CITY COUNCIL

Mayor:

Mayor Pro Tem: Jim Hefferan

Councilman: Alex Szucs

Councilwoman: Kathryn Lewis

Councilman: Jason Rumfelt

Councilman: Charlie Hill

MISSION STATEMENT

City of Belmont provides visionary leadership and high-quality city services to create a community of choice for our residents, visitors, and employees.

WHO ARE WE?

Trace Belmont's historic roots and you'll find a distinguished textile and railroad hub that was home to the North Carolina textile industry's entrepreneurial legends. Mill-era charisma and upstanding community character pulse through Belmont today. Generation after generation has nurtured this bold spirit and creative spark to make way for a thriving historic downtown brimming with passionate local merchants and a burgeoning outdoor recreation scene. This vitality empowers Belmont citizens, entrepreneurs, and community leaders to continue advancing the city toward an ever vibrant and exciting future.

DOWNTOWN SCENE

- Belmont's historic and hip downtown invites you to explore the restored turn-of-the-century storefronts that are bursting with vibrant local boutiques, shops, and eateries.
- Downtown Belmont is a highly walk-able culinary hot spot with nearly 20 locally owned restaurants, cafés, cocktail bars, and craft breweries in less than a single square mile.
- Visitors and residents experience the palpable, upbeat energy in this charismatic river city.

RECREATION

- Belmont is a recreation refuge for a multitude of land and water activities that appeal to all ages and abilities. It's the perfect base camp for adventure and active living in a relatively compact urban environment.
- Belmont is for pedalers: with in-town mountain biking at Rocky Branch Park, 50 miles of single-track at the U.S. National Whitewater Center, and a healthy road cycling scene.
- Belmont is for paddlers: with the mighty Catawba Rivers to the east and west, and Lake Wylie to the south, Belmont is a flat water paddler's paradise. The Belmont Rowing Center and Loftin Waterfront Park maximize these resources. The nearby Whitewater Center affords access to national-class whitewater kayaking & rafting.
- Belmont is for pedestrians: Opportunities abound for runners, hikers, and walkers of all abilities. Hike miles of trail at Rocky Branch, the Whitewater Center, and Crowder's Mountain State Park. Take the Carolina Thread Trail and soon, the Belmont Rail Trail for a less technical journey.
- Belmont is home to the celebrated Daniel Stowe Botanical Garden which offers the perfect setting for a scenic stroll.



COMMUNITY & LIVABILITY

- Belmont offers the best of both worlds: access to the Charlotte job market with competitive wages in an urban career and the comfort of small-town life.
- Belmont is easily accessible: enjoy the convenience of multi-modal transportation including Charlotte-Douglas International Airport, Interstate-85, and the future Lynx light rail.
- We are a friendly, multi-generational community of neighbors that values diverse backgrounds and new perspectives, so bring your dreams and your big ideas.
- Welcome to a community of thinkers and doers. Entrepreneurs, creatives, place-makers, and enthusiastic volunteers freely lend their time and talents to create a distinctive cultural landscape and work hard for the continued success of the city they love

ARTS, CULTURE, & HERITAGE

- A culture of craftsmanship, respect for our heritage, and a deep sense of commitment to each other are the common threads that weave the community together.
- We are proud of Belmont's rich textile and railroad history that is still visible today throughout the city's architectural landscape: historic downtown storefronts, restored and repurposed mills, and quaint mill-village neighborhoods.
- Our community has been creating since 1895 and we celebrate this tradition of craftsmanship with unique traditions, festivals, and parades.
- Belmont Abbey College enriches the cultural landscape of the city with multiple performances and exhibitions each year from its renowned performing and visual arts programs.
- The Belmont community regularly gathers in downtown Stowe Park to enjoy concerts, events, and the company of neighbors.
- Proximity to Charlotte affords Belmont locals the ability to enjoy national sporting events and world-class cultural experiences and performances.

