



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Crew Leader
DEPARTMENT.....: Utilities
DIVISION.....: Gas Distribution
CLASSIFICATION/GRADE.....: Crew Leader/108
REVISED.....: 08/2019
REPORTS TO.....: Gas Distribution Superintendent
REVIEWED.....: 08/2019
WAGES.....: Non-Exempt (Hourly)

SUMMARY:

This position requires knowledge and skill to actively lead and participate in operation and maintenance of gas distribution system. Additionally, this individual shall have developed skilled use of equipment used to excavate (backhoe & trencher) and shall have primary responsibility for this function during repair efforts in addition to supervising other skilled personnel. Duties requiring exposure to hazardous situations are performed under limited supervision. This position requires response to 24-hour call as scheduled and as required in emergencies.

BASIC FUNCTIONS:

1. Operates excavation equipment such as backhoe and trencher.
2. Assists in all phases of gas line and meter installation, repair, inspection and maintenance; digs and cuts excavations manually when necessary.
3. Assists in the investigation of leaks and other suspected malfunctions.
4. Performs tasks required by this position as identified by CFR Part 192.801.
5. Reports repair complications or other problems to the Maintenance Foreman.
6. Supervises and instructs subordinate crewmen in job assignment.
7. Advise superiors of need for equipment repairs, repair materials, etc.
8. Demonstrates safety in daily work practices.
9. Performs any miscellaneous duties as assigned including labor-intensive tasks related to system maintenance and/or operation.

OTHER REQUIREMENTS:

1. Physical capability to perform labor-intensive tasks.
2. Employee shall become qualified within first 6 months of employment to perform tasks required by this position. Employee will be allowed two (2) attempts at each task to qualify during this period. Second failure will result in termination.
3. Availability to work extra hours and assist in emergencies.
4. Maintain CDL driver's license.
5. Considerable knowledge of the materials, methods, and safety practices utilized in the operation and maintenance of gas distribution systems.
6. Demonstrate ability to operate excavation equipment such as backhoe and trencher.

EDUCATION/EXPERIENCE:

1. High school diploma or equivalent educational certification and two (2) years work experience in gas systems.
2. Any equivalent combination of education, training, and/or experience may substitute.
3. Applicant will be required to demonstrate the ability to operate a backhoe and trencher.