

LUTHER PUBLIC WORKS AUTHORITY (LPWA)

Position Title: LPWA TEAM LEADER

Position Description – Full Time

SUMMARY OF POSITION: The LPWA Team Leader, under supervision of the Town Manager, performs or oversees all water well, waterworks and sewer testing, in addition to all routine maintenance of the LPWA and Town's infrastructure. The LPWA Team Leader also acts as the Safety Coordinator. Routine maintenance includes, but is not limited to, inspecting water and sewer mains and associated valves and equipment, mowing, weed eating, picking up trash, painting, and inspecting park equipment. Additional duties include reading water meters, accurately reporting the readings, cleaning sewer lift stations, repairing water and sewer breaks, operating tractors, backhoe, trackhoe and sewer jetting equipment, maintaining supplies and inventory, budgeting, coordinating the safety program, and limited supervision of one (1) or more employees.

This job classification has been designated as a safety sensitive job classification in accordance with the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 et seq., (OSCN 2019), effective August 29, 2019. This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.

GENERAL PURPOSE

Performs essential functions to ensure the safe operation of the property and equipment of the Luther Public Works Authority and the Town of Luther.

SUPERVISION RECEIVED

Works under the supervision of the Town Manager.

SUPERVISION EXERCISED

Supervision of other maintenance employees.

ESSENTIAL DUTIES, REQUIREMENTS AND RESPONSIBILITIES

- Must possess current Oklahoma Class D Wastewater Works Operator and Class D Waterworks Operator licenses or obtain within 30 days of employment.

- Keep records for all departments in the Luther Public Works Authority.
- Plan and budget LPWA projects.
- Coordinate safety training program for all employees.
- Perform daily maintenance and inspection of water and sewer infrastructure.
- Perform daily testing of water quality at all water wells.
- Maintain inventory of all parts and supplies relating to infrastructure.
- Perform general maintenance on all LPWA and Town properties.

PERIPHERAL DUTIES

Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a high school or GED equivalent, or
- Any equivalent combination of education and experience.
- Supervisory experience.
- Safety training certifications.

Necessary Knowledge, Skills and Abilities:

- Average working knowledge of computer, tablet and cell phone functions.
- Skill in operating listed tools and equipment.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to verbally communicate effectively.
- Ability to establish courteous and effective working relationships with other employees, supervisors, and the public.
- Ability to work under pressure when infrastructure problems arise.

SPECIAL REQUIREMENTS

Required to be on call 24/7, work overtime and work occasional weekends for approximately one hour each Saturday and Sunday to test the water quality of all wells and ensure sewer lift stations function properly.

TOOLS AND EQUIPMENT USED

Various vehicles, tractor, backhoe, trackhoe, chlorinator, sewer jetter, push mower, riding mower, weed eaters, generators, pumps, various hand tools, metal detectors, computer, cell phone, tablet, copier, printer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, crawl, bend, talk, hear, and perform all aspects of manual labor in all weather conditions. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is often required to use their hands to hold or operate objects, tools or controls and is required to reach with hands and arms. The employee must frequently lift and/or move objects weighing up to and over 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is essentially in an outdoor work environment setting, in all weather conditions. There is frequent exposure to extreme heat, cold, rain, snow, etc., and work will frequently be performed in water and mud.

The noise level in the work environment is generally moderate, however in the operation of some equipment the noise level requires ear protection.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, background, reference and credit check. Job related tests may be required.

All of the duties listed in the LPWA Team Leader job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of

the employer and requirements of the job may change. The Luther Public Works Authority is an at-will employer and an Equal Opportunity Employer.

Salary range \$34,840 - \$50,156