

Worcester County Job Opportunities

DEPARTMENT: PUBLIC WORKS - WATER & WASTEWATER DIVISION

JOB TITLE: CONSTRUCTION CREW LEADER

COMPENSATION: GRADE 15/STEP 1- \$43,118 ANNUALLY/\$20.73 HOURLY
GRADE 15/STEP 10- \$53,851 ANNUALLY/\$25.89 HOURLY

WORK LOCATION: WORCESTER COUNTY WATER AND WASTEWATER FACILITY- 1000 SHORE LANE BERLIN, MD
21811- OR SURROUNDING AREAS

WORK SCHEDULE: 7:30AM- 4:00PM, MONDAY TO FRIDAY
*SUBJECT TO CALL BACK WITH LITTLE TO NO NOTICE

APPLICATION PERIOD: UNTIL FILLED

Job Summary: This individual is responsible for supervising and participating in assigned construction activities as related to the Department of Water and Wastewater Services and reports to the Construction Supervisor/Manager. Operates and maintains a variety of equipment/machinery and associated equipment used by the Department of Public Works.

General Requirement

- Pre-employment background check
- Safety sensitive position subject to Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points

Essential Job Duties and Responsibilities:

- Under general supervision, coordinates, supervisors, and participates in the maintenance, construction, inspection, cleaning, and repair of water and wastewater lines, related water and sewer system components, and related facilities
- Coordinates, and supervises a crew or crews engaged in the installation and repair of water and sewer lines, house connections, and manholes. Plans and lays out line excavations; supervises the repair and repaving of affected roadways and the repair and construction of sidewalks, curbs, and gutters
- Coordinates, and supervises the routine maintenance and cleaning of lines. At the direction of the Construction Foreman, responds to complaints from the public regarding utilities operations
- Participates in and conducts safety related and other training exercises. Ensures crews follow established safety procedures
- Leads and instructs others in the performance of semi-skilled and skilled labor tasks; trains others in the operation and maintenance of equipment
- Installs and repairs pumps, motors, valves, special adapters and fixtures to equipment. Installs water and sewer pipelines and connections, manholes, lamp holes, cleanouts, water valves, water meter vaults, water meters, and fire hydrants
- Operates equipment such as single-axle dump trucks, tractors with mowing or other attachments, forklifts, rubber-tired loaders, rollers, tractor and pull sweepers, and trenchers
- Loads, unloads, or assists in loading and unloading equipment, tools, and materials; transports crews and/or material to and from jobs
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Completes assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism

- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to Worcester County Government Personnel Rules & Regulations
- Performs other related duties as assigned

Qualifications and Skills:

- Graduation from HS or GED plus 4 years of progressively responsible experience in construction or an equivalent combination of education & experience
- Thorough knowledge of operation, repair & maintenance of construction equipment and construction techniques, safety procedures related to construction equipment and procedures
- Ability to follow verbal and written instructions, read street signs, keep records and logs, complete written forms, prepare reports and to communicate effectively with the public, coworkers and subordinates to effectively perform duties independently and as part of a team. Ability to lead and instruct others, plan and coordinate work schedules
- Ability to apply acquired knowledge to increasingly varied and complex tasks and complete assigned tasks by established deadlines; ability to lead and instruct others
- Skill in performing water & sewer construction/maintenance work, operation of construction tools and equipment
- Possession of a valid Class B CDL upon employment and driving record with less than 4 points (MD)
- Physical and Environmental Conditions: The work of this classification entails the performance of heavy physical labor including bending, stooping, lifting and carrying objects, and the operation of vehicles, tools, and equipment to accomplish assigned tasks

Safety Analysis:

Very Heavy work; Constant viewing and lifting over 20lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 50lbs; Occasionally over 80lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.