

CREW LEADER - PUMPS

Public Works | Forced Drainage



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Crew Leader – Pumps is responsible for overseeing and directing labor crews in the maintenance and operation of parish forced drainage pump stations.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Tuesday to Friday

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works - North Campus

REPORTS TO

Operations Supervisor

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

WORK ENVIRONMENT

Primarily outdoors and in pump station facilities, involving physical labor, exposure to varying weather conditions, and responding to operational needs during both routine and emergency situations.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license
Basic carpentry skills

In this role, the incumbent will be expected to supervise pump station upkeep, perform disassembly, sandblasting, painting, and reassembly of pumps, while conducting minor repairs on equipment such as motors, bulkheads, and trash screens.

The role also involves routine tasks such as grass cutting, pressure washing, and oil changes, while ensuring optimal station performance through regular inspections.

The Crew Leader - Pumps ensures compliance with safety regulations, responds to emergency situations as a Tier 1 responder, and completes daily reports.

JOB DUTIES

- Supervise and direct labor crews in the performance of daily tasks, focusing on the maintenance and upkeep of the parish forced drainage pump stations.
- Oversee and assist with the disassembly, sandblasting, painting, and reassembly of pumps, ensuring all work adheres to safety and quality standards.
- Perform minor maintenance on assigned trucks, pump stations, motors, bulkheads, and trash screens.
- Provide operational support for pump stations when attendants are unavailable, ensuring pumps are functioning correctly.
- Conduct regular inspections and cleaning of trash screens to ensure optimal performance.
- Perform routine maintenance tasks, including cutting grass, pressure washing stations, changing oil, and replacing filters for pumps and other equipment.
- Regularly check and maintain battery and filter supplies, replenishing as needed.
- Meet with the Forced Drainage Supervisor to review and prioritize daily tasks.
- Complete and submit detailed daily work reports, documenting maintenance completed, equipment issues, and any additional needs.
- Attend monthly safety meetings.
- Assist in the procurement of batteries, supplies, and equipment necessary for pump station operations.
- Enforce safety rules and regulations, ensuring that all work is performed in compliance with safety standards and conducting safety briefings for crew members.
- Respond to emergency situations and work during storm events as a Tier 1 responder.
- Assist pump attendants and other staff when needed.

JOB DUTIES CONTINUED

- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Must be able to effectively manage and motivate labor crews, ensuring tasks are completed safely, efficiently, and to standard.
- **Time Management:** Ability to prioritize tasks, oversee multiple duties, and ensure maintenance and operations are completed within set timelines.
- **Analytical Skills:** Must be able to assess equipment performance, identify maintenance needs, troubleshoot issues, and make informed decisions during operations and repairs.
- **Communication Skills:** Strong written and verbal communication skills to provide clear instructions to team members, collaborate with supervisors, and report maintenance activities and issues accurately.
- **Organizational Skills:** Ability to coordinate multiple tasks, maintaining records of equipment and maintenance, and ensuring that supplies and materials are properly managed.
- **Technical Skills:** Strong technical skills are required to understand and perform mechanical maintenance, operate machinery, troubleshoot equipment, and ensure proper functioning of pump stations.
- **Qualifications:**
 - High School Diploma or GED Certificate
 - Minimum one (1) year of experience in mechanical maintenance, familiarity with pump systems, fluid checks, and preventive maintenance procedures.

