JOB DESCRIPTION

Coachella Valley Water District

Date: May 2001

TITLE: Supervisor, Building Trades
SECTION: Building Tradesworkers

DEPARTMENT: Trades and Support
SRN 32: $3708-$4449

REPORTING RELATIONSHIP:

Reports to: Superintendent, Trades and Support

Supervises the following positions:

DEFINITION: Under general direction, to plan, organize and supervise the activities of the maintenance, repair, construction and alteration of buildings, block houses, sunshades, fences and other District equipment and structures, and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and supervises the work of crews involved in skilled carpentry, painting and plumbing work on District buildings, houses and well-site structures. Insures that all construction meets appropriate codes.

2. Supervises District welding shop operations.

3. Regularly inspects the work of crews for completeness, compliance with specifications and conformance to procedures. Regularly inspects district facilities to find maintenance problems and schedules corrective measures.

4. Designs a variety of structures such as block houses, fences, sunshades, building remodeling or cabinetry.

5. Schedules project starting dates and negotiates with outside contractors and other district departments to perform projects.

6. Maintains daily files of projects initiated, work progress and jobs pending completion. Submits periodic work progress reports to superintendent verbally or in writing.

7. Holds regular safety meetings with work crews. Insures that district safety procedures and policies are adhered to.

8. Insures the proper training of staff. Finds appropriate training to ensure employees gain new or effective techniques.

9. Estimates and projects long range workload, materials and equipment requirements of building maintenance and repair activities. Orders materials and equipment to coincide with project dates.

10. Prepares annual budget of items needed by building trades and major district projects.
MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be to have 3 years of increasingly responsible experience in building maintenance and trades work, including work experience in a responsible supervisory capacity.

Knowledge of:
- Laws and regulations pertaining to the construction, remodeling and repair of buildings and other structures.
- Tools, materials and methods employed in building and structure maintenance and repair.
- Building maintenance and construction needs of the District.
- District safety programs and practices.
- Principles of supervision and training.

Abilities:
- Effectively plan, direct and supervise the work of others.
- Formulate an effective program of building preventative maintenance.
- Correctly estimate amounts of labor and materials necessary for building maintenance and repair projects.
- Read, understand and prepare structure plans, specifications and working sketches.
- Maintain accurate records and prepare clear and concise reports.
- Works cooperatively with others.
- Effectively communicates orally and in writing.

Education: High School diploma or equivalent. College level courses in supervision or management preferred.

PHYSICAL REQUIREMENTS:

Driving: Moderate

See Human Resources for physical assessment form.

ONLY QUALIFIED INDIVIDUALS SHOULD APPLY. HUMAN RESOURCES WILL SCREEN AND REVIEW APPLICANTS TO DETERMINE QUALIFICATIONS AND ATTENDANCE. ONLY THOSE MEETING THE QUALIFICATIONS WILL BE CONSIDERED OR INTERVIEWED.

The Coachella Valley Water District reserves the right to change or modify the terms, conditions, and salary of this position or to withdraw this position at any time.

OPEN: 05/31/01

CLOSED: 06/05/01