JOB DESCRIPTION

Coachella Valley Water District                              Date: July 2007

TITLE: Chief Domestic Water Serviceworker                  SECTION: Domestic Operations

DEPARTMENT: Operations                                       SRN: S21

REPORTING RELATIONSHIP:

Reports to: Domestic Water Operations Superintendent

Supervises the following position: Senior Domestic Water Serviceworker, Domestic Water Serviceworker I, II, III, Domestic Water Serviceworker Trainee and Equipment Operator

DEFINITION: Under general direction, to plan, organize and direct the overall operation of the domestic water system. Supervises the work of the Serviceworkers maintaining reservoir levels and system pressure and supervises the Water Quality Operators to maintain high quality water throughout the domestic water system. Through the Domestic water Operations Superintendent, coordinates with other divisions within the Operations Department as they accomplish the work of their groups.

ESSENTIAL FUNCTIONS:

1. Plans and assigns work to Serviceworkers related to the operation and maintenance of domestic production and distribution systems. Assigns and adjusts work schedule due to absences and emergencies.

2. Reviews and requires that accurate records and creates reports on damages be prepared by staff. Prepares reports of completed job orders and works in progress. Ensures plant records are maintained. Reads and understands plat books and recording devices used in pumping operation.

3. Enforces District safety regulations and guidelines, trains serviceworkers in these procedures and makes sure that equipment is properly maintained and is used in a safe manner.

4. Deal tactfully and courteously with customers. Resolve customer complaints in a timely manner. Make recommendation to correct water pressure and quality problems.

5. Supervises well site and system maintenance, including well site areas. Adjust and/or assign serviceworkers to make adjustments to pumping plants to compensate for both normal and irregular systems consumption.

6. Coordinates, manages and ensures that CIP projects are scheduled, maintaining budget and time management constraints.
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ESSENTIAL FUNCTIONS (Cont.):

7. Has responsibility for all domestic water service on weekends, and holidays. Directs serviceworkers in emergency repair operations.

8. Assist in preparing the estimated CIP Budget for new installations.

9. Write and deliver employee evaluations.

10. Meets with district management and staff to discuss ongoing and future 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.

And

Must possess a Grade D5 Water Distribution Operators Certificate issued by the State of California Department of Health services. Must possess a Grade T2 Water Treatment Operators Certificate issued by the State of California Department of Health Services.

Education and Experience: High School Diploma or equivalent is required. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical to acquire the required knowledge and abilities would be to have eight years experience working with a domestic water distribution system, including two years at the level of Chief Domestic Water Serviceworker. College coursework in supervision, management or engineering is desirable.

Knowledge of:

- In depth knowledge of domestic water production and distribution operations and maintenance practices.
- Technical and practical knowledge of pump and electric motor selection.
- District safety programs and practices.
- Electric theory and pressure pipe hydraulics.
- Well design, operation, maintenance and rehabilitation.
- Local area and streets.
- Methods of hand tools and equipment used in construction, maintenance, plumbing and repairs of pumps, pumping facilities, reservoirs, domestic water distribution systems, automatic control and pressure regulating equipment.
- Operating principles and maintenance requirements for pumps and automatic control equipment.
- Principles and practices of providing excellent customer service.
- Geography of the District and location of District Facilities.
- Principles of supervision and training.
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MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Supervise, evaluate and train staff.
- Delegate assignments and follow up to ensure completion of tasks.
- Operate hand tools and a variety of equipment safely and skillfully.
- Accurately prepare estimates, records and reports.
- Install and make a variety of repairs to District equipment and facilities.
- Communicate effectively with others.
- Work cooperatively with others.
- Use professional customer service techniques.
- Analyze the causes of distribution system malfunctions and take corrective action.
- Set priorities and schedule work accordingly.
- Read and understand recording devices used in pumping operations and Districts distribution system maps.
- Perform maintenance and construction work.
- Work independently and use sound judgement when making decisions.

PHYSICAL REQUIREMENTS:

1. Will work weekends, evenings, holidays, overtime and standby when required.

2. Will work in extreme weather conditions including heat and rain. Also will work in areas containing chemicals, dust, fumes, and vapors.

3. Performs pick and shovel work when required.

4. Drives District vehicles to job sites and uses a two-way radio to communicate. Driving: Heavy.

5. Brings equipment and materials to job sites including over rough terrain.

See Human Resources for physical assessment form.