JOB DESCRIPTION

Coachella Valley Water District

Date: July 2011

TITLE: CREW CHIEF, BUILDING MAINTENANCE TRADESWORKER

SECTION: Building Tradesworkers

DEPARTMENT: Trades and Support

REPORTING RELATIONSHIP:

Reports to: Building Tradesworker, Supervisor

Supervises the following positions: Building Maintenance Tradesworkers
 Maintenance Workers

DEFINITION: Under direction, to supervise and oversee job assignments for Building Maintenance Tradesworkers and Maintenance Workers.

ESSENTIAL FUNCTIONS:

1. Learn and use the Sungard System to create work orders, job orders, and requisitions.

2. Plan and assign work to crews in the Building Trades section.

3. Reviews and inspects work in progress to insure satisfactory completion of assignments in a timely and cost efficient manner.

4. Prepares estimates and requisitions for materials and equipment needed to complete a job. Reads blue prints and drawings.

5. Prepares reports and keeps accurate records. Reviews time cards to ensure complete information and enter into Sungard payroll system.

6. Trains assigned crews in safety policies and procedures. Ensures tools and equipment are being used safely and proper safety equipment is utilized.

7. Works in extreme weather conditions including heat and rain. May work with chemicals, vapors, dust, and exhaust.

8. Designs and work from sketches, blueprints, or job requisitions.

9. Determines job costs and material requirements.

10. Schedules projects starting dates and negotiates with outside contractors when necessary.
ESSENTIAL FUNCTIONS (Cont.):

11. Maintains daily logs of projects initiated, work progress, and jobs pending completion.
12. Maintains inventory of the shop’s lumber supply, tools, and equipment.
13. Holds regular safety meetings with the crew and insures the proper training of staff.
15. Maintains and submits daily and weekly reports.
17. Create job estimates and projects long range workloads.
18. Have the ability to make informative, responsible, and independent decisions in the field regarding crew assignments as the need arises.
19. Substitutes for Building Tradesworker Supervisor when required.

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 and experience that would meet the required knowledge and abilities. Three years of journey level experience in building maintenance such as carpentry, painting, plumbing, cement and masonry work with increased responsibilities including supervisory duties is preferred.

Knowledge of:
- Methods, materials, and tools used in building maintenance and repair; including painting, plumbing, carpentry, cement and masonry work.
- Safe working practices and procedures.
- Supervision principles and practices.
- Operation of tools and equipment used in building maintenance.

PHYSICAL REQUIREMENTS:

Driving: Moderate

See Human Resources for physical assessment form.