JOB DESCRIPTION

Coachella Valley Water District

TITLE: Crew Chief

SECTION: Canal Maintenance

DEPARTMENT: Trades and Support

REPORTING RELATIONSHIP:

Reports to: Crew Supervisor

Assists in supervising the following positions: Canal Maintenance Crew
                                                     Distribution System Maintenance Crew

DEFINITION: Under direction, provides support to Crew Supervisor and to supervise the daily activities related to the canal maintenance and distribution maintenance crews and to do related work when required.

ESSENTIAL FUNCTIONS:

1. Assisting in directing the daily operation of the canal and distribution crews.

2. Plans out work assignments and insures that materials and equipment are available for the crews.

3. Drives to job sites to inspect and discuss with crew work in progress to assure quality completion within time and cost constraints. Provides feedback and suggestions for improvement when necessary.

4. Prepares and maintains accurate reports and records which include requisitions, incident reports, and work orders. Inputs data into a computer.

5. Organizes and directs preventative maintenance on the canal and distribution system.

6. Assists in preparing budget estimates and cost estimates of material and equipment requirements.

7. Directs emergency repairs and operations when required.

8. Attends workshops and seminars to maintain current technology and maintenance procedures.

9. Ensures District safety policies and procedures are adhered to at job sites.

10. Acts as Crew Supervisor when required.

11. Assists in the review and planning of system modifications presented by the Engineering department.
MINIMUM QUALIFICATIONS:

License or Certificates: Possession of a Class A California operator's 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 which would likely provide the required knowledge and abilities is qualifying. Five years of increasing responsibility in the field of construction including mastery of skills and techniques used in the canal and distribution system and in supervision, or a combination of training and experience that would prove qualifying.

Knowledge of: -Methods, tools, equipment and procedures used in the maintenance and repair of the canal and the distribution system. -Operation and use of District tools and power driven equipment. -Geography and location of District facilities. -Rules, regulations and policies affecting the canal system. -District safety policies and programs. -Principles of supervision and training. -District policies and procedures.

Abilities: -Plan, organize, and supervise the assigned group of workers. -Train, develop, and evaluate assigned crews. -Prepare accurate cost estimates and estimates of equipment and materials. -Prepare and maintain records, logs, and reports using a computer. -Communicate effectively using oral and written instructions. -Analyze work problems and identify solutions which will facilitate the completion of assignments. -Use professional customer service skills when working with the public. -Work cooperatively with others.

Education: Courses that would help meet the required knowledge and abilities would be qualifying.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain. Driving: Heavy.

2. Uses a two-way radio to communicate.

3. Works in extreme weather conditions including heat and rain. May work in areas containing dust, fumes, chemicals, and vapors.

4. Work holiday, weekends, and emergency call outs when required.

See Human Resources for physical assessment form.