JOB DESCRIPTION

Coachella Valley Water District          Date: June 2006

TITLE: Crew Chief                    SECTION: Facility Maintenance

DEPARTMENT: Trades & Support

REPORTING RELATIONSHIP:
Reports to: Facilities Maintenance Supervisor
Supervises the following positions: Not Applicable

DEFINITION: Incumbents review work in progress and at completion, estimate time and materials to complete job, make daily assignments and work orders, respond to citizen and in-house complaints, evaluate employee performance and conduct employee performance interviews. Duties include directing training, reviewing timesheets, entering data into PC and typing incident reports in cases of injury or damage.

ESSENTIAL FUNCTIONS:

1. Supervises Facility Maintenance staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

2. Plans, organizes, and supervises facility maintenance activities and services; provides technical guidance and expertise regarding landscape design and maintenance activities.

3. Performs job site inspections to ensure employees are on task and performing required activities to ensure desired outcomes; monitors employees to ensure adherence to applicable safety rules and regulations.

4. Prepares and maintains a variety of facility maintenance records and reports; prepares related business correspondence.

5. Performs field inspections to plan and schedule future facility maintenance activities.

6. Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles, Class A may be required. Department of Motor Vehicles driving record may influence employment or classification. Candidate will be required to attain a Class A license within 24 months of having been selected for the position.

Experience: Ten years experience as Facilities Worker, including some word processing; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:
- Supervisory principles;
- Methods, equipment, and materials used in grounds maintenance;
- Applicable Federal, State, and Local laws, codes, rules, regulations, policies, and procedures;
- Safety practices and procedures;
- Characteristics of plants, trees, and grasses common to the area;
- Recordkeeping techniques;
- Types and techniques of plant disease and pest control.
- Safe work practices.

Abilities:
- Monitor and evaluate employees;
- Prioritize and assign work;
- Use computers and related software applications;
- Identify common park plants and trees;
- Read and interpret blueprints;
- Identify common plants and trees;
- Interpret and apply applicable laws, codes, rules, regulations, policies, and procedures;
- Prepare reports;
- Organize, coordinate, and supervise grounds maintenance operations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Education: High School Diploma or G.E.D. and coursework related to supervision.

PHYSICAL REQUIREMENTS:
1. Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, driving, fingering, grasping, talking, hearing, seeing and repetitive motions.

2. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

3. Incumbents may be subjected to dusts, gases, chemicals, extreme temperatures, intense noises and travel.

4. Driving: Heavy

See Human Resources for physical assessment form.