JOB DESCRIPTION

Coachella Valley Water District                      Date: July 2007

TITLE: Crew Chief, Cross Connection               SECTIONS: Domestic Operations

DEPARTMENT: Operations                            SRN: S13

REPORTING RELATIONSHIP:

Reports to: Supervisor, Backflow / Meter Repair

Supervises any combination of the following positions: Cross Connection Serviceworker I, II and III, Distribution Operator I, II, and III, Distribution Utility Worker I, II and III, Equipment Operator, Meter Repair Worker Trainee, I, II and III

DEFINITION: Under direction, supervises a crew in Backflow and Cross Connection.

ESSENTIAL FUNCTIONS:

1. Meets regularly with supervisor/supervisory staff to discuss work assignments, planning, and progress.

2. Plans and organizes work assignments so that all backflow prevention devices are checked and maintained according to state and local laws and regulations.

3. Working with the Backflow / Meter Repair Supervisor, protects the safe drinking water of the district’s domestic water system by checking for and eliminating any cross connections with other water supplies.

4. Works with Recycled Water Manager to design, facilitate and perform Cross Connection tests at locations where the district serves Recycled Water.

5. Drives to job sites to inspect and discuss with crew work in progress to assure quality completion within time and cost constraints. Assumes an active working role on the crew as required. Provides feedback and suggestions for improvement when necessary.

6. Reads and interprets plat sheets, blue prints, as builds, cut sheets and must have the ability to put the information to use.

7. Prepares and maintains accurate reports and records which include requisitions, incident reports, and work orders. Uses a computer to store and retrieve data. Maintains employee time and work records.

8. Assist with preparing budget, estimates, and cost estimates of material and equipment requirements.
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ESSENTIAL FUNCTIONS (Cont.):

9. Directs emergency repairs and operations when required.

10. Provides training, counseling, and performance reviews to employees, to ensure adequate job performance.

11. Attends workshops and seminars to maintain current technology and construction procedures as they pertain to the work of the crew.

12. Enforces District safety policies and procedures.

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

Possession of a Grade D3 Water Distribution Operators Certificate issued by the State of California Department of Health Services and must have a California State Class A Drivers License with applicable endorsements.

AND

Possession of a Backflow Inspection and Cross Connection Specialist Certification issued by the County of Riverside Health Department.

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 way would be to have five years total experience at a water utility with one year equivalent to that of a Cross Connection Control Serviceworker III. College coursework in supervision, management or engineering is desirable.

Knowledge:

- Supervision skills including district rules and regulations.
- Principles of water hydraulics.
- Principles and practices of water distribution system operation.
- Repair, maintenance and adjusting procedures of water control devices.
- Safe operation of hand tools and equipment.
- Safe working practices.
- Customer service techniques.

APPROVED

Job Description
Date: 7/10/07
HR Dept. [Signature]
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MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Motivate and train crew members to perform.
- Perform and maintain the operation of the Districts backflow and cross connection program without immediate or detailed supervision.
- Recognize, analyze and troubleshoot malfunctions and take appropriate action.
- Learn advanced process and techniques of cross connection control.
- Perform accurate tests on backflows, detector checks, and construction meters.
- Work with a variety of hand tools and equipment.
- Adhere to District safety practices and procedures.
- Prepare and maintain accurate records and reports.
- Work cooperatively with others.
- Deal tactfully and courteously with public using professional customer service skills.
- Read and comprehend directions, maps, and plat books.
- Work independently and make decisions using sound judgment.
- Communicate effectively both verbally and in writing.

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.