JOB DESCRIPTION

Coachella Valley Water District

DATE: November 19, 2009

TITLE: Crew Chief

SECTION: Mechanical Shop

DEPARTMENT: Trades & Support

REPORTING RELATIONSHIP:

Reports to: Supervisor, Mechanical

Supervises the following positions: Mechanical Technologists I, II, III and IV, Maintenance Trainees and others as assigned.

DEFINITION: Under general direction, to supervise the activities of maintenance and repair of the mechanical and electrical equipment; general maintenance of the District’s water reclamation plants, pumping stations and related equipment; and perform related work as assigned.

ESSENTIAL FUNCTIONS:

1. Assigns projects needing maintenance and/or repair to the respective levels of expertise required and monitors the progress and completion of those projects.

2. Spends a significant amount of time in the field aiding in the technical aspects of the project requirements.

3. Schedules work, trains subordinates, keeps records, and presents oral and written reports on progress and completions.

4. Deals effectively with the public and makes sure that there is a cohesive unit between plant operations and maintenance.

5. Responds to emergencies when on and off duty.

6. Assists the Mechanical Shop supervisor and may act on his behalf when absent.

7. Assists as the crew supervisory level of the mechanical technologists, maintenance trainees, and others as assigned.

8. Performs related duties as required.
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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 Mechanical Technologist Grade IV certification from the California Water Environment Association.

Special Requirement: Must be able to tolerate the District’s immunization program.

Failure to comply with these requirements may influence employment or classification.

Training and Experience: A minimum of ten years experience in a mechanical and/or electrical maintenance field; or a combination of six years at the level of Mechanical Technologist III and four years experience in a mechanical and/or electrical maintenance field.

Knowledge of:

- General supervision techniques, including employee evaluation performance, training, safety, cost consciousness, use of safety equipment, and emergency first aid.
- Maintenance and repair of all mechanically operated equipment with the reclamation plants, pumping stations, and related equipment.
- Knowledge of safe practices as mandated by the California Division of Industrial Safety and Cal OSHA.
- Principles of supervision and training.
- Principles and practices of reclamation plant operations.
- Mechanical equipment and electrical devices.
- Tools, including power tools, and the proper use of those tools.
- District policies, procedures, and safety procedures.

Ability to:

- Prepare preliminary budget for equipment, tools, and costs.
- Effectively handle employee relations, hiring interviews, and enforcing District policy.
- Supervise and train other levels of mechanical technologists.
- Read and interpret maintenance procedures from manuals provided.
- Read and understand simple blueprints of mechanical and electrical equipment.
- Work under adverse conditions.
- Be available to work standby, overtime, and shift work when required.
- Work cooperatively with others.
PHYSICAL REQUIREMENTS:

1. Drive District vehicle to job sites including over rough terrain. Uses a two-way radio to communicate.

2. Works in extreme weather conditions including heat and rain. Will work in areas containing dust, fumes, exhaust.

3. Climbs ladders and work at heights up to 100 feet.

4. May work in potential confined spaces. Must have the ability to wear and use appropriate safety equipment including a Self Contained Breathing Apparatus (SCBA).

5. Will work nights, weekends, holidays, and overtime when required.

6. Lift and carry objects in excess of fifty pounds.

See Human Resources for physical assessment form.