JOB DESCRIPTION

Coachella Valley Water District

Date: August 2009

TITLE: Crew Chief

SECTION: Stormwater/Drainage

DEPARTMENT: Trades and Support

SRN: S-13

REPORTING RELATIONSHIP:

Reports to: Crew Supervisor, Stormwater/Drainage

Assists in Supervising: Light and Heavy Equipment Operators and Irrigation System Workers.

DEFINITION: Under general direction to assist in the planning, organizing and supervising the activities of the operation, maintenance, repair, construction and alteration of stormwater channels and structures, irrigation drain lines and channels, weed eradication programs for stormwater and drainage facilities and the operation and dispatching of District heavy equipment, and to do related work as required.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in planning, organizing and supervising the work of crews involved in operation, construction, maintenance, and repairs of District stormwater and drainage facilities. Insures that all work meets appropriate codes, agreements and environment regulations.

2. Assists in supervising the operation and distribution of the districts heavy equipment and to utilize the equipment and personnel in the most effective and efficient performance of assigned work.

3. Regularly inspects the work of crews for completeness, compliance with specifications and conformance to procedures. Regularly inspects district stormwater and drainage facilities to find maintenance problems and schedules corrective measures.

4. Works effectively with other departments when heavy equipment is needed to assist with overall district goals and work.

5. Assists with maintaining daily files of projects initiated, work progress, and jobs pending completion.

6. Assists in the proper training of staff.

7. Assists with preparing annual budget of items needed by Stormwater/Drainage sections and Major district projects.
ESSENTIAL FUNCTIONS (Cont.):


9. Troubleshoots/assesses basic construction equipment malfunctions to be relayed to the Districts Auto shop.

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. Class “A” commercial license with all endorsements is required.

Experience: Any combination of training experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be to have 5 years of increasingly responsible experience in channel, drain, or ditch maintenance, including work experience in a responsible supervisory capacity.

Knowledge of:
- Laws and regulations pertaining to the maintenance, of stormwater and drainage channels, systems and pipelines.
- Tools, materials and methods employed in concrete pipeline maintenance and repair.
- Procedures and techniques for the operation, maintenance and repair of stormwater and drainage facilities including lined and unlined channels.
- Operation and effective utilization of heavy equipment used in earth moving and construction work.
- Regulations pertaining to weed eradication programs.
- District safety programs and practices.
- Principles of supervision and training.
- Use professional Customer Service skills when working with the public.
- Grading-read survey markings and shoot grade.

Abilities:
- Effectively plans, direct, and supervise the work of others.
- Formulate an effective program of preventative maintenance for channels, drains and ditches.
- Prepare accurate cost estimates for operation, maintenance, and repair projects.
- Reads, understands, and prepares plan specifications and working sketches.
- Maintain accurate records and prepare clear and concise reports.
- Works cooperatively with others.
- Effectively communicates orally and in writing.
- Utilize computers in planning and communication.
- Train, develop, and evaluate assigned crews.
MINIMUM QUALIFICATIONS (Cont.):

Education: High School diploma or equivalent. Courses that would help meet the required knowledge and abilities would be qualifying.

PHYSICAL REQUIREMENTS:

1. Driving: Heavy
2. Will need to walk over unstable ground for long distances.
3. Will climb on to large earthmoving equipment.
4. Will drive at night and work in all types harsh conditions including, extreme heat, cold, rain, wind, and dust, insects, plants, mud and sewage.
5. Will work around vehicles that produce dust, loud noise, vibrations, and exhaust.

See Human Resources for physical assessment form.