JOB DESCRIPTION

Coachella Valley Water District

**TITLE:** Crew Chief

**SECTION:** Welding Shop

**DEPARTMENT:** Trades and Support

**SRN:** S13

**REPORTING RELATIONSHIP:**

Reports to: Supervisor, Building Trades

Supervises the following positions: Welder I and II

**DEFINITION:** Under general direction, to plan, organize and supervise the welding repairs, alterations and fabrication within the District; to supervise the welding shop and staff; and to do related work as required.

**ESSENTIAL FUNCTIONS:**

1. Plans, organizes and supervises the work of crews involved in skilled arc and gas welding on District structures, equipment and pipe lines.

2. Designs and lays out work from sketches, blueprints or job requisition.

3. Supervises the fabricating, shaping, repairing, rebuilding, tempering and modifying of parts, structures, fixtures, buildings and equipment.

4. Requisitions and orders materials and supplies.

5. Determines job costs and material requirements.

6. Schedules projects starting dates and negotiates with outside contractors when necessary.

7. Maintains daily logs of projects initiated, work progress and jobs pending completion.

8. Maintains records of the District’s oxygen and acetylene cylinder requirements and locations, maintains the District’s oxygen and acetylene supply in a safe and secure manner, issued from oxygen and acetylene supplies.

9. Oversees the establishment of vacation schedules.

10. Holds regular safety meetings with the crew.

11. Insures the proper training of staff.

12. Prepares budget.
ESSENTIAL FUNCTIONS (Cont.):

13. Maintains and submits periodic work progress reports.


15. Estimates and projects long range workload, material and equipment required by the welding shop and welding activities.

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

State certified Welder in either pipe or structural steel.

Experience: Any combination of training and experience which would prove qualifying. A typical way to obtain this knowledge and abilities would be to have three years of increasingly responsible experience in welding repairs and fabrication work in the water works industry and metallurgy, preferably including some work experience in a supervisory capacity.

Knowledge of:

- Laws and regulations pertaining to the welding profession.
- Tools, materials, and methods employed in the welding field.
- Welding repairs, alterations and fabrication needs of the District.
- Properties of various metals and proper heat treating and tempering methods.
- Fluxes, welding rods, coatings and alloys.
- Safe working practices and procedures.
- Proper and safe use of hand tools and equipment.
- Various types of metals for structural welding or repairs.
- Various types of (electrodes) welding rods.
- Supervision, training and work planning techniques.
- District safety programs and practices.

Abilities:

- Supervise, direct and plan the work of others.
- Formulate an effective plan to accomplish District welding needs.
- Effectively train others in welding methods and techniques.
- Read, understand and prepare structure plans, specifications and working sketches.
- Skillfully use gas and electric welding and cutting equipment.
- Understand and carry out oral and written instructions.
- Safely operate equipment and vehicles.
- Maintain accurate records and prepare clear and concise reports.
- Work cooperatively with others.
JOB DESCRIPTION

- Fabricate and repair metal items.
- Identify angles for pipe fabrication.

PHYSICAL REQUIREMENTS:

1. Drive District vehicles to job sites including over rough terrain. Driving: Moderate.

2. Works in trenches and excavations below ground level. May work above ground from ladders or scaffold.

3. Tolerate District’s immunization program.

4. Works with and in areas containing chemicals, gases, vapors, dust, smoke, and exhaust.

5. Works in extreme weather conditions including heat and rain.

See Human Resources for physical assessment form.