JOB DESCRIPTION

Coachella Valley Water District

Date: April 2002

TITLE: Crew Supervisor, Stormwater/Drainage

SECTION: Stormwater/Drainage

DEPARTMENT: Trades and Support

SRN 32:

REPORTING RELATIONSHIP:

Reports to: Superintendent, Trades and Support

Supervises the following positions: Equipment Operators I and II, Construction and Maintenance Workers.

DEFINITION: Under general direction, to plan, organize and supervise 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:

1. Plans, organizes and supervises 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. Supervises the operation and distribution of the district heavy equipment 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 need to assist with overall district goals and work.

5. Schedules project starting dates and negotiates with outside contractors and other district departments to perform projects.

6. Maintains daily files of projects initiated, work progress and jobs pending completion. Submits periodic work progress reports to superintendent verbally or in writing.

7. Holds regular safety meetings with work crews. Insures that district safety procedures and policies are adhered to.

8. Insures the proper training of staff. Finds appropriate training to ensure employees gain new or effective techniques.
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ESSENTIAL FUNCTIONS (Cont.):

9. Estimates and projects long range workload, materials and equipment requirements of building maintenance and repair activities. Orders materials and equipment to coincide with project dates.

10. Prepares annual budget of items needed by Stormwater/Drainage sections and major district projects.

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 is preferred.

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 3 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.

Abilities: -Effectively plans direct and supervise the work of others.
-Formulate an effective program of preventative maintenance for channels, drains and ditches.
-Correctly estimate amounts of labor and materials necessary for operation, maintenance and repair projects.
-Read, understand and prepare plans, specifications and working sketches.
-Maintain accurate records and prepare clear and concise reports.
-Work cooperatively with others.
-Effectively communicate orally and in writing.
-Utilize computers in planning, and communication.

Education: High School diploma or equivalent. College level courses in supervision or management preferred.
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, 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.