TITLE: Asst. Director of Trades & Support

SECTION: Supervision

DEPARTMENT: Trades and Support

REPORTING RELATIONSHIP:

Reports to: Director of Trades & Support

Assists with the supervision of the following positions: Auto Shop Supervisor, Building Trades Supervisor, Canal/Irrigation Supervisor, Stormwater/Drainage Supervisor, Electronics Supervisor, Electrical Supervisor, Mechanical Supervisor, Groundskeeping Supervisor.

DEFINITION: Under administrative direction, assists with managing the day to day operation of the Trades and Support Department. Is responsible for the District's Fleet operations. Assist with supervising the maintenance, construction and shop supervisors. Performs a variety of specialized duties related to the department. Provides training and development of employees and supervisors. Performs other related duties as required.

ESSENTIAL FUNCTIONS:

1. Assists in administrating the day to day operation of the Trades and Support department.

2. Works in conjunction with Director in reviewing departmental operations and goals. Recommends policies, procedures and changes to improve operating efficiency and effectiveness to achieve goals.

3. Directly oversee and manage Fleet operations; i.e. budget, equipment rates, purchasing of equipment, monitors current and new regulations that affect fleet, attends CARB and AQMD public hearings when necessary.

4. Assist in coordinating departmental operations with other District departments and follows up on problems or questions.

5. Prepares routine and special reports by researching, analyzing and verifying information.

6. Assists in the preparation of budgets and requisitions. Reviews, discusses, and edits budget requests.

7. Assists in providing training, counseling, and performance reviews to employees to ensure adequate job performance. Reviews employee performance with supervisors.

8. Visits trade shops and job sites to inspect and discuss with crews work in progress to assure quality completion within time and cost constraints.

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.

Education and Experience: Any combination of training, education, and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical candidate would have broad and extensive experience in maintenance, construction, and operational activities including 5 years of management and supervisory experience. It is desirable that the candidate successfully completed a four year degree program from a recognized college or university with a major in Business, Water Management, Engineering or a closely related field.

Knowledge of: Principles and practices of warehousing, purchasing and inventory control.
Principles and practice of automotive and construction equipment operation, use, maintenance and repair.
Knowledge cont.:
- Principles and practices of building maintenance, grounds maintenance, and landscaping.
- Principles and practices of Fleet operations.
- Engineering principles applicable to the operations, maintenance, and design of District water production, irrigation, sanitation, drainage and stormwater facilities.
- Construction methods and controls applicable to all phases of District functions.
- District polices, rules, and procedures.
- District safety programs and practices.
- Principles of management and supervision.
- Methods and procedures used in the preparation of vehicle and equipment specifications.
- Principles of budgeting and expenditure control
- Principles and practices of personnel administration including selection, training and evaluating employees.

Abilities: Actively assist in the day to day operation of the Trades and Support department.
- Analyze work activities and operations and identify solutions which will facilitate operating efficiency and effectiveness.
- Insure the proper maintenance, construction, operation, and repair of District equipment and functions.
- Promote interdepartmental cooperation and teamwork.
- Provides technical and administrative assistance to the District and its customers.
- Communicate effectively both verbally and in writing.
- Develop, train, and evaluate Trades and Support employees and supervisors.
- Exercise sound independent judgement within the general policy guidelines.
- Keep abreast of new ideas, technologies, trends, and new programs related to the Trades and Support Department.
- Prepare clear, detailed and well organized reports or studies.
- Collect and provide accurate information in the requisition and budgeting process.
- Participate in Class "A" driver training program.
- Operate a computer workstation.

PHYSICAL REQUIREMENTS:
1. Drives District vehicle to job sites including over rough terrain.
   Driving: Moderate
2. Uses two-way radio to communicate.
3. May sit for prolonged periods of time.
4. Responds to emergency call outs when required.

See Attached for physical assessment form.

Approval Department Head_________________________   Date__________
Approval General Manager_________________________   Date__________