JOB DESCRIPTION

Coachella Valley Water District Date: May 2005

TITLE: Schedule Coordinator SECTION: General Operations

DEPARTMENT: Operations

REPORTING RELATIONSHIP:

Reports to: Director of Operations
Supervises the following positions: Not Applicable

DEFINITION: Under general supervision, coordinates with division superintendents and crew supervisors and maintains work schedules for the crews working in the operations department.

ESSENTIAL FUNCTIONS:

1. Maintains work schedules for the department.
2. Obtain USA clearance for work to be performed by members of the operations department.
3. Obtain permits from counties and cities for work to be done in public rights of way.
4. Work from work orders and plans in cooperation with crew supervisors to order materials and supplies for necessary projects.
5. Prepare reports showing schedule, work completed, backlogs of work, costs associated with work, and trends relating to work being completed.
6. Schedule meetings and training sessions for the department.

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.

Experience: Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying.

Knowledge of: -Public utility organization and functions.
-Computer based scheduling techniques.
-Purchasing, materials, and supply requisition process.
MINIMUM QUALIFICATIONS (Cont.):

Abilities: 
- Prepare accurate cost estimates and estimates of equipment and materials.  
- Prepare and maintain records, logs, and reports.  
- Multi-task, work to coordinate the work of multiple groups.  
- Use strong organizational skills.  
- Communicate effectively using oral and written instructions.  
- Work cooperatively with others.  
- Strong computer skills including Word, Excel, and scheduling software.

Education: High School Diploma or equivalent. Associate Degree or Bachelor degree in Business Management or related field preferred.

PHYSICAL REQUIREMENTS:

1. Sits for prolonged periods of time.

2. Operates a computer workstation.

See Human Resources for physical assessment form.