JOB DESCRIPTION

COACHELLA VALLEY WATER DISTRICT

Date: July 2010

TITLE: SERVICE CENTER AIDE

SECTION: ZANJERO

DEPARTMENT: SERVICE

SRN A20: $3427 - $4656

REPORTING RELATIONSHIPS:

Reports to: Zanjero Supervisor

Supervises the following positions: Not applicable

DEFINITION:

Under direct supervision, this classification will learn to recognize crop types; to maintain acreage counts and crop census within each of the delivery areas.

DISTINGUISHING CHARACTERISTICS:

Has knowledge of irrigation delivery system, area maps and topography, written and oral communication skills as well as knowledge of mathematical equations and solutions.

ESSENTIAL FUNCTIONS:

1. Accounts for irrigation system acreage numbers, parcels and meters.

2. Tabulates types of crops as well as amounts of crops planted for each section of land within irrigation distribution system.

3. Calculates costs and values of crops in conjunction with County personnel.


5. Works with irrigation plat books and maps.

6. May when required fill in as a run Zanjero and or Supervisory Control Operator which would require additional training and physical requirements consistent with those job functions. Only after these requirements and abilities are met Crop Reporter will become SRN 24.

MINIMUM QUALIFICATIONS:

License or Certificates: Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record will influence employment or classification.
MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:
- Safe work practices
- Correct use and maintenance of hand tools and equipment
- Geography of the local area
- Basic principles of hydrography related to irrigation water distribution, canal systems, and lateral systems
- Local agricultural crop characteristics, weather conditions, and water needs
- Computer functions and key boards

Abilities:
- Communicate effectively with others
- Use tools and equipment in a safe manner
- To follow and comprehend written and oral directions
- Work cooperatively with others
- Accurately read meters and input information into Computer Data Terminals
- Maintain accurate records and reports
- Make accurate mathematical calculations
- Maintain effective public relations by using professional customer service skills
- Follow an assigned route and deliver water on a timely basis

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

PHYSICAL REQUIREMENTS:

Driving: Heavy.

Sit for prolonged periods of time operating a computer workstation.

Kneeling, Stooping (filing), carry boxes under 10 pounds.

See Human Resources for physical assessment form.

ONLY QUALIFIED INDIVIDUALS SHOULD APPLY. HUMAN RESOURCES WILL SCREEN APPLICANTS TO DETERMINE QUALIFICATIONS AND ATTENDANCE. ONLY THOSE APPLICANTS WITH GOOD ATTENDANCE WILL BE CONSIDERED OR INTERVIEWED.

EMPLOYEES MUST HAVE COMPLETED THEIR INITIAL NEW HIRE PROBATION IN ORDER TO APPLY FOR THIS POSITION.**

The Coachella Valley Water District reserves the right to change or modify the terms, conditions, and salary of this position, or to withdraw this position at any time.

OPEN: 07/05/11 CLOSED: 07/11/11

**exception may be made if it is determined that the transfer would be in the best interest of the District.