JOB DESCRIPTION

Coachella Valley Water District

Date: July 2007

TITLE: Senior Domestic Water Serviceworker

SECTION: Domestic Operations

DEPARTMENT: Operations

SRN: S13

REPORTING RELATIONSHIP:

Reports to: Chief Domestic Water Serviceworker

Supervises the following position: Domestic Water Serviceworker I, II, III, Domestic Water Serviceworker Trainee and Equipment Operator

DEFINITION: Under direction, assist in the management of the domestic water production, storage, distribution and repairs by providing field supervision for assigned group of serviceworkers; to perform the more highly skilled Serviceworker duties and solve the more difficult customer problems. To provide relief to serviceworkers when required; trains serviceworkers on technical job duties and responsibilities.

ESSENTIAL FUNCTIONS:

1. Plans and assigns work to Serviceworkers, and Equipment Operators in the areas related to the operation and maintenance of domestic distribution systems. Assigns and adjusts work schedule due to absences and emergencies.

2. Keeps accurate records and creates reports on damages. Prepares reports of completed job orders and works in progress. Ensures plant records are maintained. Collects time cards and checks information for correctness. Reads and understands plat books and recording devices used in pumping operation.

3. Enforces District safety regulations and guidelines, trains serviceworkers in these procedures and makes sure that equipment is properly maintained and is used in a safe manner.

4. Deal tactfully and courteously with customers. Resolve customer complaints in a timely manner. Make recommendation to correct water pressure and quality problems.

5. Supervises and performs well site and system maintenance, including well site areas. Check pump packing and oil levels, maintains pressure and proper levels in reservoirs. Adjust and/or assign serviceworkers to make adjustments to pumping plants to compensate for both normal and irregular systems consumption.

6. With the Chief Serviceworker, Coordinates, manages and ensures that CIP projects are scheduled, maintaining budget and time management constraints.
ESSENTIAL FUNCTIONS (Cont.):

7. Operate hand tools and a variety of light and moderately heavy mechanical equipment safely and skillfully. Is responsible for care and maintenance of truck and equipment assigned to the crew.

8. Has responsibility for all domestic water service on weekends, and holidays. Directs serviceworkers in emergency repair.

9. Assist in preparing the estimated CIP Budget for new installations.

10. Write and deliver employee evaluations.

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

Must possess a Grade D4 Water Distribution Operators Certificate issued by the State of California Department of Health services.

Education and Experience: High School Diploma or equivalent is required. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical to acquire the required knowledge and abilities would be to have five years experience working with a domestic water distribution system, including two years at the level of Domestic Water Servicewoker III. College coursework in supervision, management or engineering is desirable.

Knowledge of:

▪ District safety programs and practices.
▪ Local area and streets.
▪ Methods of hand tools and equipment used in construction, maintenance, plumbing and repairs of pumps, pumping facilities, reservoirs, domestic water distribution systems, automatic control and pressure regulating equipment.
▪ Operating principles and maintenance requirements for pumps and automatic control equipment.
▪ Geography of the District and location of District Facilities.
▪ Principles of supervision and training.
JOB DESCRIPTION

MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Supervise the work of a regularly assigned crew.
- Train assigned staff
- Operate hand tools and a variety of equipment safely and skillfully.
- Accurately prepare estimates, records and reports.
- Install and make a variety of repairs to District equipment and facilities.
- Communicate effectively with others.
- Work cooperatively with others.
- Use professional customer service techniques.
- Analyze the causes of distribution system malfunctions and take corrective action.
- Set priorities and schedule work accordingly.
- Read and understand recording devices used in pumping operations and Districts distribution system maps.
- Perform maintenance and construction work.
- Work independently and use sound judgement when making decisions.

PHYSICAL REQUIREMENTS:

1. Will work weekends, evenings, holidays, overtime and standby when required.

2. Will work in extreme weather conditions including heat and rain. Also will work in areas containing chemicals, dust, fumes, and vapors.

3. Performs pick and shovel work when required.

4. Drives District vehicles to job sites and uses a two-way radio to communicate. Driving: Heavy.

5. Brings equipment and materials to job sites including over rough terrain.

See Human Resources for physical assessment form.