TITLE: Crew Supervisor
SECTION: Canal/Distribution System Maintenance
DEPARTMENT: Trades and Support

REPORTING RELATIONSHIP:

Reports to: Director of Trades and Support

Supervises the following positions: Canal Maintenance Crew, Distribution System Maintenance Crew

DEFINITION: Under direction, to supervise, plan, and organize the work of the Canal Maintenance, and Distribution Maintenance Crews, and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and supervises the work of assigned crews.
2. Meets regularly with management and supervising staff to discuss work assignments, planning, and progress.
3. Plans out work assignments and insures that materials and equipment are available for the crews.
4. Drives to job sites to inspect and discuss with crew work in progress to assure quality completion within time and cost constraints. Provides feedback and suggestions for improvement when necessary.
5. Prepares and maintains accurate reports and records which include requisitions, incident reports, and work orders. Inputs data into a computer. Maintains employee time and work records.
6. Organizes and directs preventative maintenance on the canal and distribution system.
7. Prepares budget estimates and cost estimates of material and equipment requirements.
8. Directs emergency repairs and operations when required.
9. Provides training, counseling, and performance reviews to employees to ensure adequate job performance.
10. Attends workshops and seminars to maintain current technology and maintenance procedures.
11. Enforces District safety policies and procedures.
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 Within 18 months of appointment, completion of 50% of the college level courses required for a certificate in industrial supervision.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. Two years of increasingly responsible Construction and Maintenance Worker 3, or a combination of training and experience that would prove qualifying.

Knowledge of:
- Methods, tools, equipment and procedures used in the maintenance and repair of the canal and the distribution system.
- Operation and use of District tools and power driven equipment.
- Geography and location of District facilities.
- Rules, regulations and policies affecting the canal system.
- District safety policies and programs.
- Principles of supervision and training.
- District policies and procedures.

Abilities:
- Plan, organize, and supervise the assigned group of workers.
- Delegate responsibilities and schedule work both on short and long term basis.
- Train, develop, and evaluate assigned crews.
- Prepare accurate cost estimates and estimates of equipment and materials.
- Prepare and maintain records, logs, and reports.
- Communicate effectively using oral and written instructions.
- Analyze work problems and identify solutions which will facilitate the completion of assignments.
- Use professional customer service skills when working with the public.
- Work cooperatively with others.

Education:
- Courses that would help meet the required knowledge and abilities would be qualifying.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain. Driving: Heavy.
2. Uses a two-way radio to communicate.
3. Works in extreme weather conditions including heat and rain. May work in areas containing dust, fumes, chemicals, and vapors.
4. Work holiday, weekends, and emergency call outs when required.
See Attached for physical assessment form.