

JOB DESCRIPTION

Coachella Valley Water District

DATE: April, 2020

TITLE: Supervisor, Irrigation Distribution

SECTION: Irrigation Distribution

DEPARTMENT: Facilities & Maintenance

SRN: S-21

REPORTING RELATIONSHIP:

Reports to: Operations Manager, Facilities & Maintenance

Supervises the following positions: Irrigation Distribution Crew Chief, Equipment Operator I and II, Irrigation System Worker I, II, and III and Irrigation Utility Worker I, II, and III.

DEFINITION: Under general direction, to plan, coordinate, organize and supervise the activities of the operation, maintenance, repair, construction and alteration of the canal water conveyance systems, distribution laterals, irrigation drainage lines, and all related structures, and perform related work as required.

ESSENTIAL FUNCTIONS:

1. Assigns preventative maintenance or repair projects and monitors the progress to ensure their successful completion.
2. Provides Management with schedules, records, and written reports on work performance.
3. Reviews time entry and job costing to ensure accuracy; manages input and tracking within the Computerized Maintenance Management System (Asset Management).
4. Inspects work activity to ensure compliance with plans and specifications, including work performed by outside contractors.
5. Collaborates closely with Zanjeros to optimize project efficiencies, while minimizing service interruptions.
6. Meets periodically with Management regarding strategic planning, budgets, workload, and progress of projects.
7. Manages and administers contracts with On-Call Contractors, including processing of change orders, schedules, bonds, invoicing, and completion reports.
8. Holds regular safety meetings with Staff and ensures compliance with CVWD and OSHA safety policies and procedures.
9. Provides outside training and cross-training opportunities for Staff to optimize work activities in a safe and efficient manner.
10. Attends capital improvement workshops and related planning meetings to provide input into prioritization of key Irrigation Distribution projects, and ensures resource allocation is coordinated efficiently.

11. Assigns recurring and non-recurring work orders, and develops and tracks key performance indicators.
12. Updates and implements an effective and comprehensive Preventative Maintenance Program.
13. Prepares and manages annual budget for the Irrigation Distribution Division in an efficient and cost effective manner.

MINIMUM QUALIFICATIONS:

License or Certifications: Possession of a valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Possession of a California State Class A Driver's License is highly desirable

AND

At a minimum, possession of a Grade D2 Water Distribution Operators Certificate issued by the State of California Department of Health Services.

Experience: A minimum of five years of experience in the construction of canals, distribution pipelines (laterals), irrigation drainage systems, or similar work is desirable. A minimum of three years of supervision experience in the field, or similar field, is required.

Knowledge of:

- Safe working practices, including confined spaces.
- Principles and practices of canal, and pipeline hydraulics.
- Procedures, methods, tools and techniques for the operation, maintenance and repair of canal conveyance systems, distribution pipelines and appurtenances, and irrigation drainage facilities.
- District safety programs, including weed eradication regulations.
- Principles of supervision, training, and leadership development.
- Basic office procedures, including computers and related software.

Abilities:

- Plan, organize, supervise and coordinate the maintenance, installation, and construction activities of the irrigation distribution.
- Provide and organize training for the assigned personnel.
- Prepare, review, and ensure the accuracy of cost and maintenance records.
- Communicate effectively (oral and written)
- Analyze work and operational problems, preparing improved methods of accomplishing assigned activities.
- Ensure the proper assignment and use of District equipment.
- Work cooperatively with internal and external customers, promoting teamwork.
- Exercise sound independent judgment within the general policy guidelines
- Read, understand, and prepare plans, specifications, and working sketches.

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Education: High School diploma or equivalent. Minimum of eighteen (18) credit units of Supervision/Leadership, Project Management, Construction Management, Water Distribution from a CVWD approved certification program or similarly accredited college or university. Possession of a Bachelor's degree or higher from an accredited college or university satisfies this requirement.

PHYSICAL REQUIREMENTS:

1. Driving: Heavy
2. Will need to walk over unstable ground for long distances.
3. Will climb onto large earthmoving equipment.
4. Will drive at night and work in all types harsh conditions including, extreme heat, cold, rain, wind, dust, insects, plants, mud and sewage.
5. Will work around vehicles that produce dust, loud noise, vibrations, and exhaust.
6. May be subject to chemicals, dust, vapors, fumes, exhaust, insects, snakes, dogs and other types of farm animals.

See Human Resources for physical assessment form.