

JOB DESCRIPTION

Coachella Valley Water District

Date: October 2013

TITLE: Crew Chief, Domestic Water

SECTION: Domestic Operations

DEPARTMENT: Operations

SRN: S13

REPORTING RELATIONSHIP:

Reports to: Supervisor, Domestic Water

Supervises any combination of the following positions: Cross Connection Serviceworker I, II and III, Distribution Operator I, II, and III, Distribution Utility Worker I, II and III, Equipment Operator, Facilities Locations Technician Trainee, I, II and III, Meter and Valve Technician Worker Trainee, I, II and III.

DEFINITION: Under general direction, supervises a crew in any section of Leak Repair, Backflow, Meter Repair, Valve & Hydrant, Facilities Location, Pressure Control Device, Construction, or Maintenance.

ESSENTIAL FUNCTIONS:

1. Meets regularly with supervisor and other supervisory staff to discuss work assignments, planning, and progress.
2. Plans and organizes work assignments and ensures that materials and equipment are available for the crews.
3. Drives to job sites to inspect and discuss with crew work in progress to assure quality completion within time and cost constraints. Assumes an active working role on the crew as required. Provides feedback and suggestions for improvement when necessary.
4. Reads and interprets plat sheets, blue prints, as builds, cut sheets and must have the ability to put the information to use.
5. Prepares and maintains accurate reports and records which include requisitions, incident reports, and work orders. Uses a computer to store and retrieve data. Maintains employee time and work records.
6. Assist with preparing budget, estimates, and cost estimates of material and equipment requirements.
7. Tactfully and courteously meets with residential and commercial customers to discuss and resolve water district related problems and complaints.
8. Directs emergency repairs and operations when required.

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ESSENTIAL FUNCTIONS (Cont.):

9. Provides training, counseling, and performance reviews to employees, to ensure adequate job performance.
10. Attends workshops and seminars to maintain current technology and construction procedures as they pertain to the work of the crew supervised.
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

Possession of a Grade D3 Water Distribution Operators Certificate issued by the State of California Department of Health Services and must have a California State Class A Drivers License with applicable endorsements.

OR

Possession of a Grade D4 Water Distribution Operators Certificate issued by the State of California Department of Health Services and possession of a California State Class A Drivers License with applicable endorsements is optional.

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 of experience working with a domestic water distribution system, including two years at a level equivalent to Distribution Operator III. College coursework in supervision, management or engineering is desirable.

Knowledge:

- Basic principles of water hydraulics.
- Domestic water piping practices and procedures.
- Safe operation of basic hand tools and equipment.
- Safe working practices and procedures.
- Paving practices and procedures.
- Concepts of work planning including time, staff and materials.
- Map and Plat Book reading.
- Teambuilding and workgroup relationships.
- Budgeting and working within budget constraints.
- District personnel rules and rules of conduct.
- Specialized knowledge related to the crew to be supervised.

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MINIMUM QUALIFICATIONS (Cont.):

Abilities:

- Recognize, analyze, and troubleshoot and repair malfunctions with water system facilities and components associated with the crew supervised.
- Meet deadlines established by supervisors, or to meet the needs of customers.
- Understand, carry out, and give instructions both verbally and in writing.
- Communicate effectively with others.
- Perform heavy manual labor.
- Operate oxygen and acetylene welding torch correctly and safely.
- Operate cement cutting tools, drills and other mechanized tools with appropriate safety equipment.
- Maintain accurate records and reports.
- Maintain the vehicle in an organized, clean and safe manner.
- Work cooperatively and safely with others.
- Deal tactfully and courteously with the general public using professional customer service skills.
- Read and comprehend directional maps and plat sheets.
- Promote efficient completion of assigned tasks in workgroup.
- Foster a congenial, team environment within the crew.

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.

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

See Human Resources for physical assessment form.

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