



FLSA: NON-EXEMPT
Section: Operations, Domestic
Class: Supervisor
Salary Schedule: S-15

DOMESTIC WATER CREW CHIEF

DEFINITION

Under general direction, the core function of this position is to plan, organize and direct the production, construction, and maintenance of CVWD's Domestic Water System. The position will oversee the planning, scheduling, and resource allocation of all labor, materials and equipment within the domestic water operation divisions, and other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Domestic Water Supervisor. Exercises direct and general supervision of the assigned divisions of Domestic Operations.

CLASS CHARACTERISTICS

This is a supervisory level position responsible for planning, assigning, monitoring, coordinating and evaluating CVWD's Domestic Water Operations. The position will help to accomplish the goals and objectives and implement policies as established by CVWD Management, and represent CVWD in coordination efforts with contractors/vendors, community organizations and the general public.

EXAMPLES OF ESSENTIAL FUNCTIONS without limitation

- Under the direction of the Domestic Water Supervisor, assists with the planning, operation, construction, and maintenance of CVWD's Domestic Water System.
- Plans and assigns work related to the operation, construction and maintenance of the domestic water system. Assigns and reprioritizes work schedules due to absences and emergencies.
- Prepares and reviews records and reports on damages, completed work, and other performance metrics. Manages the Operations Department's reports, testing, and maintenance programs as assigned.
- Effectively and safely operates and maintains CVWD's Domestic Water system and related equipment.
- Enforces CVWD's safety regulations and guidelines and ensures that equipment is properly maintained and used in a safe manner.
- Inspects job sites and reviews work in progress to ensure quality completion within time and cost constraints. Provides feedback and suggestions for improvement when necessary.
- Provides training, counseling, and performance reviews to employees to enhance performance and employee development. Attends workshops and seminars to adhere to or advance current operating standards, technology and maintenance procedures.
- Oversees the allocation of equipment, material, and personnel to optimize Domestic Water resources and provide support to improve internal and external customer service.
- Plays a support role in the preparation of the annual Domestic Water budget, and provides input into long-term planning, scheduling, and the prioritization of system (capital) improvements.
- Ensures that employees, consultants, and contractors adhere to CVWD's policies and procedures, and conform to health and safety compliance, fugitive dust mitigation, and other related permitting.

- Coordinates closely with the Engineering, Environmental Services, Finance, Communications, and Service Departments to assist with design reviews, service outages, and other related requests.
- Assists with the procurement of contractors, suppliers, consultants, and equipment rentals, and upon engagement, provides project management and administration of contracts and agreements.
- Creates a highly effective work environment with a combination of motivational techniques.
- Investigates water quality problems in the distribution system.
- Organizes, influences, plans and controls a domestic water division and its activities.
- Performs construction and maintenance work or other related duties as required. Operate and maintain a variety of hand and air tools and acts as a working member of the field crew.
- Is on a stand-by rotation and responds to work assignments afterhours.
- Directs emergency repairs and operations when required.
- Perform other related duties and responsibilities as directed.

QUALIFICATIONS

Knowledge of:

- Principles of supervision, conflict resolution, employee development, optimization of resources and leadership development.
- Public finance, budget development and administration, and job costing.
- CVWD safety programs and practices, along with regulatory issues related to environmental permitting, fugitive dust compliance, confined space, and health and safety standards.
- Business communications, public speaking, and customer service.
- Customer service principles, practices and methods.
- Public Sector unionized environment.
- Principles involves in the design, operation, construction and maintenance of large water systems, such as:
 - Water loss control, water auditing, and pressure management principles.
 - Planning, organizing, directing, and controlling. Staffing, record keeping, and operator certification requirements.
 - Source Water – watershed protection, wells, groundwater, surface water, reservoirs, raw water storage, and clear well storage.
 - Water Treatment Processes – coagulation, flocculation, sedimentation, filtration, disinfection, demineralization, corrosion control, iron and manganese removal, fluoridation, water softening, and Ion Exchange Treatment processes.
 - Operation and Maintenance – chemical feeders, pumps and motors, blowers and compressors, water meters, pressure gauges, electrical generators, safety, and SCADA.
 - Laboratory Procedures – sampling, general lab practices, disinfectant, alkalinity, pH, Turbidity, specific conductance, hardness, fluoride, color, taste, and odor, dissolved oxygen, algae count, and bacteriological analyses.
 - Disinfection – water main and well disinfection, disinfection by-products, chlorination, chlorine curve chemistry, storage reservoir disinfection, and types of disinfectants.
 - Distribution System Design and Hydraulics – system layout, storage facilities, cross-connection and backflow devices, service connections, system mapping, assess system demand, flow rates and velocity, head loss, cavitation, water hammer, water pressure and volume, and static and dynamic pressure.
 - Drinking Water Regulations – disinfection by-product rule, lead and copper rule, MCLs, monitoring and sampling requirements, safe drinking water act, total coliform rule, and operator certification regulations.

- Equipment Operation, Maintenance and Inspection – valves, water meters, hydrants, chemical feeders, corrosion, in-line sensors, power generators, SCADA, pump types, uses and sizes, troubleshooting and repair of pumps and motors, water horsepower, inspection of water mains, piping, storage tanks, equipment installation and repair, and wells.
- Water Mains and Piping – cleaning and maintenance, excavation, installation, repair, joints and fittings, leak detection, leak repair, pipe selection, and service line installation.

Ability to:

- Plan, direct and supervise the work in a collaborative manner.
- Evaluate and train staff, including the administration of competency assessments to evaluate and improve staff's technical knowledge and ability.
- Safely and effectively use hand tools and perform heavy manual labor as needed.
- Analyze the causes of distribution system malfunctions and take corrective action.
- Evaluate and recommend improvements in operations, policies and procedures.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set division priorities and schedules, and meet critical time deadlines.
- Evaluate trends and performance metrics and prepare technical reports.
- Research innovative materials and equipment and provide cost/benefit recommendations.
- Effectively manage a preventative maintenance program to maximize efficiencies and resource allocation.
- Work cooperatively with various public agencies, consultants, and customers.
- Exercise sound judgement in the implementation of The District's policy guidelines.
- Communicate effectively both verbally and in writing.
- Operate modern office equipment including computer equipment and specialized software applications.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; work with a workforce with diverse background and abilities;
- Manage multiple task/multiple priorities with frequent interruption and the ability to maintain confidentiality.

Education and Experience:

License or Certificates:

Required

- Valid California Class "C" Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

And one of the following:

1. Possession of a Grade D3 Water Distribution Operators Certificate issued by the State Water Resource Control Board **and** a California State Class "A" Drivers License with applicable endorsements.
2. Possession of a Grade D3 Water Distribution Operators Certificate issued by the State Water Resource Control Board **and** possession of a Backflow Tester Certification issued by the County of Riverside Health Department or CA/NV AWWA **and** possession of a Cross Connection Specialist certification issued by CA/NV AWWA
3. Possession of a Grade D4 Water Distribution Operators Certificate issued by the State Water Resource Control Board.

Desired

- Certifications in Project Management, Leadership, and Supervision.

Education:

College level courses in engineering, water quality, business administration, public administration, project management, supervision, and leadership are strongly desirable.

Experience:

Four (4) years of increasing responsibility in activities related to operations, maintenance and construction of large public works infrastructure is preferred; and a minimum of two (2) years working at the level III capacity within Operations is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. This is primarily a field classification that will work in extreme weather conditions including heat, rain, areas containing chemicals, dust, fumes, and vapors. Will work weekends, evenings, holidays, overtime and standby when required, brings equipment and materials to job sites including over rough terrain performing pick and shovel work when required. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.