

JOB DESCRIPTION

Coachella Valley Water District

Date: February 21, 2020

TITLE: BUILDING MAINTENANCE CREW CHIEF

SRN: S-15

SECTION: Building Tradesworkers

DEPARTMENT: Facilities and Maintenance

REPORTING RELATIONSHIP:

Reports to: Building Maintenance Supervisor

Supervises the following positions: Building Maintenance Tradesworkers & Maintenance Workers

DEFINITION: Under direction, provides support to the Building Maintenance Supervisor to effectively plan, coordinate, organize and supervise the activities of Building Maintenance, including the maintenance, repair, construction and alteration of buildings and other CVWD facilities, equipment, structures, and related work as required.

ESSENTIAL FUNCTIONS:

1. Assists with the planning, organizing and supervision of the work of crews involved in skilled carpentry, painting and-plumbing maintenance, construction and repair of CVWD buildings, and related infrastructure.
2. Inspects the work of crews for completeness, compliance with specifications and conformance to procedures. Performs regular inspection of CVWD facilities and performs preventative and reactive maintenance as required.
3. Provides Supervision with schedules, records, and written reports on work performance.
4. Schedules and manages On-Call Contractors, including processing of change orders, schedules, bonds, invoicing, and completion reports
5. Inputs time entry, job costing, and asset data within the Computerized Maintenance Management System (Asset Management).
6. Ensures CVWD safety policies and procedures are adhered to at job sites.

Removed and placed below under Physical Requirements

7. Assigns recurring and non-recurring work orders, and develops and tracks key performance indicators.

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ESSENTIAL FUNCTIONS (Cont.):

8. Maintains daily files of projects initiated, work in progress and jobs completions. Provides tailored work progress reports and critical needs to Supervision/Management as requested. .
9. Holds regular safety meetings and ensures that district safety policies and procedures are enforced.
10. Assists with preparing the annual operation and capital budgets for the Building Maintenance divisions, and division of items needed by building trades and major district projects in an efficient and cost effective manner. .
11. Assists and provides training and cross-training opportunities for Staff to promote employee development, and help define career path and provide succession planning.
12. Assigns recurring and non-recurring work orders, and develops and tracks key performance indicators

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.

Education and Experience: High School diploma or equivalent. Minimum of nine (9) credit units of Supervision/Leadership. Project Management, Construction Management, Water Distribution, Arboriculture or technical degree from a District approved certification program or similarly accredited college or university.

AND

Any combination of training and experience, which would be qualifying. Three (3) years of journey level experience in building trades and maintenance such as carpentry, painting,

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plumbing, cement and masonry work with increased responsibilities including supervisory duties is preferred.

Knowledge of:

- Methods: materials, tools used in building maintenance/new construction, repair; including painting, plumbing, carpentry, cement and masonry work.
- Safe working practices and procedures.
- Supervision principles and practices.
- Operation of tools and equipment used in building maintenance.

Abilities:

- Plan, organize, supervise and coordinate the maintenance, installation, and construction activities.
- 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.

PHYSICAL REQUIREMENTS:

Driving: Moderate

See Human Resources for physical assessment form.

Works in extreme weather conditions including heat and rain. May work with chemicals, vapors, dust, and exhaust.