

# JOB DESCRIPTION

Coachella Valley Water District

Date: January 2021

**TITLE:** Supervisor, Stormwater & Drainage

**SECTION:** Stormwater & Drainage

**DEPARTMENT:** Facilities & Maintenance

**SRN S-21**

## **REPORTING RELATIONSHIP:**

Reports to: Assistant Director, Facilities & Maintenance

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

**DEFINITION:** Under general direction, to plan, organize and supervise the activities of the operation, maintenance, repair, construction and alteration of the Whitewater Groundwater Replenishment Facility, Stormwater Channels and Structures, Irrigation Drain Lines and Channels, weed eradication programs for Stormwater and Drainage Facilities and the operation and dispatching of heavy equipment, and to do related work as required.

## **ESSENTIAL FUNCTIONS:**

1. Plans, organizes and supervises the work of crews involved in operation, construction, maintenance, and repairs, of District Stormwater and Drainage Facilities. Assures that all work meets appropriate codes, agreements and environmental regulations.
2. Supervises the operation and distribution of the district's heavy equipment and rental equipment to optimize resource allocation and performance.
3. Regularly inspects the work of crews for completeness, compliance with specifications and conformance to procedures. Regularly inspects district stormwater and drainage facilities to prioritize maintenance needs and schedules corrective measures.
4. Works effectively with other departments when heavy equipment is required to assist with district goals and other related work duties.
5. Coordinates, prioritizes, and schedules projects with other departments and divisions, outside contractors, consultants, and vendors to maximize collaboration and promote efficiencies.
6. Maintains daily files of projects initiated, work progress and jobs pending completion.
7. Provides tailored work progress reports and critical needs assessments to Management as requested.
8. Holds regular safety meetings with work crews and ensures that district safety procedures and policies are enforced.

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9. Provides training and cross-training opportunities for Staff to promote employee development, and help define career paths and provide succession planning.
10. Projects long term workload requirements, including materials and equipment, and coordinates completion within time and cost constraints.
11. Assigns recurring and non-recurring work orders, and develops and tracks key performance indicators and performs gap assessments.
12. Prepares and manages annual budget for the Stormwater and Drainage division, including any capital improvements or related needs.
13. Manages and administers contracts with On-Call Contractors, including processing of change orders, schedules, bonds, and progress and completion reports.
14. Updates and implements the comprehensive Preventative Maintenance Program.
15. Reviews time entry and job costing to ensure accuracy; manages input and performance tracking within the Computerized Maintenance Management System (Asset Management).

## **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 California State Class “A” Commercial License is preferred.

Experience: Any combination of training experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be to have 3 years of increasingly responsible experience with Replenishment Facilities, Channel, Drain, or ditch maintenance, including work experience in a responsible supervisory capacity.

Knowledge of:

- Laws and regulations pertaining to the maintenance, of stormwater and drainage channels, systems and pipelines
- Tools, materials and methods employed in concrete pipeline maintenance and repair.
- Procedures and techniques for the operation, maintenance and repair of stormwater and drainage facilities including lined and unlined channels.
- Operation and effective utilization of heavy equipment used in earth moving and construction work.

- Regulations pertaining to weed eradication programs - District safety programs and practices.
- Principles of supervision and training.
- Basic office procedures, methods, and equipment including computers and applicable software applications.

Abilities:

- Effectively plans, directs, and supervises the work of others. - Formulate an effective program of preventative maintenance for channels, drains and ditches.
- Correctly estimate the amounts of labor and materials necessary for operation, maintenance and repair projects.
- Read, understand and prepare plans, specifications and working sketches.
- Maintain accurate records and prepare clear and concise reports.
- Work cooperatively with others.
- Effectively communicate orally and in writing.
- Utilize computers in planning, and communication.
- Operate office equipment including computers and supporting software applications.

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 on to 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. May work with chemicals, vapors, dust, and exhaust.
6. Will work around vehicles that produce dust, loud noise, and vibrations.

See Human Resources for physical assessment form.