

JOB DESCRIPTION

Coachella Valley Water District

Date: May 2020

TITLE: Operations and Maintenance Scheduler I

SECTION: F&M

DEPARTMENT: Facilities and Maintenance

SRN: 30

REPORTING RELATIONSHIP:

Reports to: Operations Manager

Supervises the following positions: Not Applicable

DEFINITION: Under general supervision, coordinates with the Operations Manager and crew Supervisors while maintaining work schedules for the crews working in the Facilities and Maintenance Department.

ESSENTIAL FUNCTIONS:

1. Maintains work schedules for the department.
2. Assists in preparing annual budgets, estimates, production reports, and the development of quantifiable performance metrics for all F&M divisions in an effort to maximize overall departmental efficiencies.
3. Obtain permits from counties and cities for work to be done in public rights of way.
4. Plans in cooperation with crew supervisors to order materials and supplies for necessary projects.
5. Schedule meetings training sessions, standby crews, and other coordination type items for the department.
6. Maintains records related to On-Call Contractors, including cost tracking, processing of change orders, schedules, bonds, invoicing, and completion reports.
7. Prepares shut down letters related to service interruptions to Canal and Distribution customers to include formatting recipient list, creating letter, mail-merge, and document control requirements.
8. Inputs time entry, job costing, and asset data within Executime, SunGard and other software and the Computerized Maintenance Management System (CMMS-Asset Management).

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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 is required. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. An Associate or Bachelor degree in Business Management or related field preferred.

Knowledge of:

- Public utility organization and functions.
- Computer based scheduling techniques.
- Purchasing, materials, and supply requisition process.
- General practices of operating and maintaining canal, irrigation systems and other general district facilities.

MINIMUM QUALIFICATIONS (Cont.):

Abilities:

- Prepare accurate cost estimates and estimates of equipment and materials.
- Prepare and maintain records, logs, and reports.
- Multi-task, work to coordinate the work of multiple groups.
- Use strong organizational skills.
- Communicate effectively using oral and written instructions.
- Work cooperatively with others.
- Generate and process Sungard mass activity reports
- Strong computer skills including Word, Excel, and scheduling software.

PHYSICAL REQUIREMENTS:

1. Sits for prolonged periods of time, the majority of work involves sitting at a desk.
2. Operates a computer workstation.
3. May be required to operate District Vehicle at times.

See Human Resources for physical assessment form.