

# JOB DESCRIPTION

Coachella Valley Water District

Date: March 2021

**TITLE:** Crew Chief, Stormwater & Drainage

**SECTION:** Stormwater/Drainage

**DEPARTMENT:** Facilities & Maintenance

**SRN: S-15**

## **REPORTING RELATIONSHIP:**

Reports to: Crew Supervisor, Stormwater/Drainage

Assists in Supervising: Equipment Operator I and II

**DEFINITION:** Under general direction to assist in the planning, organizing and supervising 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. Assists in planning, organizing and supervising the work of crews involved in operation, construction, maintenance, and repairs of District stormwater and drainage facilities. Ensures that all work meets appropriate codes, agreements and environmental regulations.
2. Assists in supervising the operation and distribution of district heavy equipment and 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 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. Provides tailored work progress reports and critical needs assessments to Management as requested.
7. Assists with preparing annual budget for the Stormwater and Drainage division, including any capital improvements or related needs.

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## **ESSENTIAL FUNCTIONS (Cont.):**

8. Holds regular safety meetings and ensures that district safety policies and procedures are enforced.
9. Troubleshoots and assesses construction equipment malfunctions, maintenance and repair needs and coordinates those to the Auto Shop.
10. Updates and implements a comprehensive Preventative Maintenance Program.
11. Assists with managing and administering contracts with On-Call Contractors, including processing of change orders, schedules, bonds, and progress and completion reports.
12. Reviews time entry and job costing to ensure accuracy; manages input and performance tracking within the Computerized Maintenance Management System (Asset Management).
13. Assists and provides training and cross-training opportunities for Staff to promote employee development, and help define career path and provide succession planning.
14. 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. Class “A” commercial license with all endorsements is required.

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.

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## **MINIMUM QUALIFICATIONS (Cont.):**

- District safety programs and practices.
- Principles of supervision and training.
- Use professional Customer Service skills when working with the public.
- Grading - read survey markings and shoot grade.

## **Abilities:**

- Effectively plans, direct, and supervise the work of others.
- Formulate an effective program of preventative maintenance for channels drains and ditches.
- Prepare accurate cost estimates for operation, maintenance, and repair projects.
- Reads, understands, and prepares plan specifications and working sketches.
- Maintain accurate records and prepare clear and concise reports.
- Works cooperatively with others.
- Effectively communicates orally and in writing.
- Utilize computers in planning and communication.
- Train, develop, and evaluate assigned crews.

**Education:** 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.

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, and dust, insects, plants, mud and sewage.
5. Will work around vehicles that produce dust, loud noise, vibrations, and exhaust.
6. May be subject to chemicals, dust, vapors, fumes, exhaust, insects, snakes, dogs and other types of farm animals.

See Human Resources for physical assessment form.