

Sunnyslope County Water District
Operations & Maintenance Crew Chief
Job Description

DEFINITION

Under general direction, lead, oversee and participate in the more complex and difficult work of staff responsible for providing services related to operation & maintenance of the water treatment & water distribution and wastewater collection & wastewater treatment systems and to perform a variety of technical tasks.

SUPERVISION EXERCISED

Exercise technical and functional supervision over maintenance and operation staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Lead, plan and review the work of staff responsible for providing services related to operation & maintenance of the water treatment & distribution and wastewater collection & treatment systems.
- Develop and maintain the District Computerized Maintenance Management Software (CMMS) system.
- Direct and maintain a District Safety program compliant with local and state mandates.
- Supervise and maintain the use and operation of equipment and power tools including backhoes, front end loaders, compressors, jack hammers, paint & chemical sprayers, concrete saws, blowers and equipment. Perform the full range of duties in the assigned water & wastewater areas. Assist in training employees of work methods, techniques, operation and maintenance of equipment.
- Maintain records and files related to the water and wastewater areas of responsibility, including meter reading. Respond to public inquires, provide information and resolve complaints in a courteous, efficient and timely manner.
- Perform the most complex plumbing, carpentry, and electrical work in the maintenance and operation of the water and wastewater systems and other divisions of the Sunnyslope County Water District.
- Assist in maintaining District operation in the event of a natural disaster.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles of lead supervision, training, record keeping and reporting, word processing and spreadsheet programs.
- Methods, techniques, operation, service and activities of a municipal water and wastewater system.
- Safe driving principles and practices.

Skill to:

- Operate and maintain a variety of motor vehicles and mechanical equipment, hand and power tools in a safe and effective manner in routine and emergency situations.

Sunnyslope County Water District
Operations & Maintenance Crew Chief
Job Description

Ability to:

- Provide lead supervision, training, plan, organize and review the work of maintenance staff.
- Perform the most difficult construction, maintenance and repair in the water & wastewater areas. Read and interpret basic maps and blueprints.
- Respond and resolve requests and inquiries from the general public. Understand and follow oral and written instructions, communicate clearly and concisely, both orally and in writing. Prepare and maintain accurate, complete and concise records.
- Establish, maintain, and foster positive and harmonious working relationships with District staff and general public.

Experience and Training guidelines: *Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

- Three years of increasing responsible experience performing field maintenance duties within the water & wastewater area of responsibility, including two (2) years of supervisory experience.
- Equivalent to the completion of the twelfth grade, supplemented by specialized training in water treatment & distribution and wastewater collection & treatment methods.

License or Certificates: Possession of, or ability to obtain the following;

- Current and Valid California Driver's License.
- Grade I Collection System Maintenance certificate issued by the California Water Environmental Association.
- Grade II Water Distribution System Maintenance certificate issued by the California Water Resources Control Board.
- Grade II Water Treatment Operator certificate issued by the California Water Resources Control Board.
- Grade II Wastewater Treatment Operator certificate issued by the California Water Resources Control Board.
- Backflow Prevention Assembly General Tester certificate by the American Water Works Association or University of Southern California.

Special Requirements: *Essential duties require the following physical skills and work environment:*

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb: exposure to cold, heat, noise, outdoors, vibration, chemicals, mechanical and electrical hazards: ability to travel to different sites and locations.

Date Approved: August 13, 1998

Date Revised: March 3, 2020