



## **FIELD OPERATIONS SUPERINTENDENT**

### **DEFINITION**

Under general direction, oversees, plans, directs, and coordinates the activities and operations of the District's Construction and Maintenance Department, including buildings, grounds, and fleet maintenance; organizes and directs the work of crews and personnel engaged in the installation, maintenance, and repair of water mains, sewer mains, meters, services, and related appurtenances to supply residential, commercial, and industrial water and sewer utilities; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises direct supervision over technical and maintenance staff.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating staff, operations, and activities of the Construction and Maintenance Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to assigned areas. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Directs all activities related to construction and maintenance, building and grounds, and fleet matters including management of staff and oversight of contractors to ensure results are accomplished efficiently and in accordance with acceptable standards for quality and integrity in compliance with applicable laws, regulations, policies, and procedures.
- Develops and monitors short- and long-range planning for field operations and systems maintenance.
- Develops and maintains accurate water facility, building and grounds, and fleet maintenance information and records.
- Plans, organizes, directs, and monitors maintenance and repair projects for water distribution systems; establishes work methods and standards.
- Manages and directs maintenance programs for district properties including, but not limited to, rolling stock, buildings, pump stations, reservoir sites, and underground systems; ensures appropriate records are maintained.
- Organizes, directs, and coordinates staff engaged in the operation and maintenance of district facilities; inspects work in the field; provides guidance and supervision to maintenance field crews; serves as a technical resource regarding water systems; directs staff in emergency situations.
- Monitors, inspects, and evaluates the performance of contractors engaged in the construction, maintenance, and repair of District grounds and facilities; ensures contractor performance complies

with contract provisions, specifications, and standards; prepares specifications and plans for new projects to be performed by District personnel or contractors; monitors contractor activities to ensure compliance with applicable laws and regulations.

- Coordinates assigned maintenance activities with other divisions and outside agencies; consults with contractors regarding work to be performed.
- Oversees the performance of repairs on buildings and structures, including electrical, plumbing, remodeling, flooring, fencing, painting, heating, and cooling repairs, and related maintenance.
- Directs fleet maintenance and repair activities, including planning, estimating, scheduling, inspecting, and monitoring work performed.
- Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of water, fleet, and buildings and grounds maintenance.
- Controls expenditures of allocated funds; evaluates maintenance and equipment needs with available sources; prepares estimates and monitors construction, maintenance and operating costs.
- Assumes responsibility for safety training for all staff; enforces safety regulations and accident reporting requirements and implements hazardous materials control procedures.
- Selects, trains, motivates, and evaluates assigned personnel; provides and/or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; monitors employee certifications, training, and safety programs.
- Represents the Department with other departments, elected officials, and outside agencies.
- Provides responsible staff assistance to management; attends a variety of Board, Committee, and related meetings; prepares and reviews staff reports and other necessary correspondence.
- Explains and justifies departmental programs, policies and activities; negotiates and resolves controversial issues; investigates and responds to difficult and sensitive customer inquiries and complaints.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget preparation and administration.
- Administrative principles and methods including goal setting, program development, and implementation.
- Principles and practices of water and wastewater distribution and transmission systems and their applications.
- Principles and practices of vehicle and equipment maintenance and repair as related to a large and varied fleet management and maintenance program.
- Theories, principles, techniques, and equipment used in vehicle and equipment maintenance and repair.

- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Assist with the preparation, administration, and monitoring of a division budget.
- Analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action.
- Read and interpret plans, specifications, and manuals.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Possession of a high school diploma or G.E.D. required, supplemented by college level coursework in water operations and maintenance.

Experience:

- Five (5) years of technical experience in water distribution and/or sewer system maintenance or a related field, including at least three (3) years in a supervisory capacity.

**Licenses and Certifications:**

- Possession of a valid Class “A” California Driver's License, to be maintained throughout employment.
- Possession of a valid Grade IV (D-4) Water Distribution System Operator Certificate issued by the California State Water Resources Control Board, to be maintained throughout employment.
- Possession of a valid Grade II (T-2) Water Treatment Operator Certificate issued by the California State Water Resources Control Board, to be maintained throughout employment.

➤ **PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**OTHER REQUIREMENTS:**

This is a safety sensitive position subject to drug testing, including random drug testing, pursuant to the District's Employee Drug and Alcohol policy and guidelines established by the U.S. Department of Transportation ("DOT") in accordance with Title 49 CFR Part 40.