

FIELD SERVICES SUPERVISOR

SUMMARY

Under the direction of the Field Services Superintendent, performs a wide variety of tasks and activities associated with the maintenance and repair of a wastewater collection system, including pumping stations, various size (6" - 36") sewer lines, and other sanitary sewer collection system appurtenant structures, and performs a wide variety of tasks and activities associated with the operation and maintenance of a Class III wastewater treatment plant, including compliance with all regulatory requirements by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Directly supervises Field Services Staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Operates and maintains a wastewater treatment plant, including sampling, chemical addition, coagulation, sedimentation, filtration, and disinfection in accordance with all applicable regulations.
- Prepares all required collection system, storm water system, odor control systems and treatment plant reports required by regulatory permits, utilizing applicable software.
- Provides timely reports all incidents of non-compliance to the Field Services Superintendent in accordance with all applicable regulatory requirements and takes effective corrective actions, especially with response to sewer spills, sewer backups, and odor complaints,
- Leads, trains, and quality assures all Field Services Technician/Utility Worker staff as they carry out their assignments for the wastewater collection system (including pump stations) and for the wastewater treatment plant.
- Ensures staff, especially standby personnel, are properly trained and familiar with the current versions of all Standard Operating Procedures and that the SCADA system is always operational.
- Ensures all field staff are adequately trained and adhere to all safety procedures and precautions including lockout/tagout, permit required confined space, hearing conservation, traffic safety, and hazardous materials.
- Administers and schedules maintenance activities utilizing the computerized work management system in accordance with the LWD Sewer System Management Plan, the Asset Management Plan, and the current FY Budget.

- Quality assures maintenance activities, including routine line cleaning, CCTV inspections, pump station maintenance, forcemain maintenance (airvac & cathodic test stations) and safety equipment (fire extinguishers & gas detectors) and the vehicle fleet,
- Is familiar with the location of all District infrastructure and communicates any changes or updates to ensure that all system components are incorporated in the Geographical Information System. Is familiar with USAA Dig Alert and mark-out procedures.
- Oversees the preparation, approval, and the execution of all required traffic control plans, ensuring that all street operations conform to applicable laws and safety requirements.
- Assists the Field Services Superintendent in the preparation and review of the annual budget and ensures that all purchases and expenditures conform to LWD policies and procedures.
- Ensures all field staff properly operates all District equipment and vehicles, including combination sewer cleaning machine, power rodder, TV van (including camera level calibration), trailer mounted portable generators and pumps and dump truck.
- Maintains all District facilities in a clean, safe, and service-ready condition.
- Effectively communicates and coordinates District Operations with customers, contractors, consultants, and representatives of other local agencies.

SUPERVISION

Directly supervises Field Services Staff and is responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws, including; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school graduate or General Education Diploma (GED) and a minimum of five years related experience and/or training is required. An associate degree or certificate of completion from a two year college or technical school is desired.

LANGUAGE SKILLS

Ability to read, write and speak effectively in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, sewer plans and procedure

manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of other organizations.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, area, detention time, chlorine demand, and chemical dosage. Ability to apply concepts of algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations, including information presented via SCADA systems.

CERTIFICATES, LICENSES, REGISTRATIONS

CWEA Collection System Operator Grade III is required; Grade IV certification is desired. California Department of Public Health Treatment Operator I is required; Treatment Operator II certification is desired.

California State Water Resources Control Board WWTP Operator III is desired.

Valid California Class 'B' drivers license with:

- Drivers License Trailer Endorsement
- Drivers License Tanker Endorsement
- Drivers License Air Brake Endorsement

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands may include: balancing, climbing, driving, hearing, heavy physical labor, kneeling, crouching, lifting, carrying, and/or pushing objects weighing up to 75 pounds, reaching, making repetitive hand or body motions, running, seeing, sitting, speaking, standing, stooping, bending, using hands and fingers, using hand or power tools, light and heavy equipment, walking, working in cramped spaces, working outside and in confined spaces, wearing SCBA gear and respiratory protection in conformance with the Respiratory Protection Program, wearing a safety harness.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: exposure to air contamination, dust, dirt, electrical hazards, fumes, odors, gases, high work places, noise, poor lighting, safety of others, shift work, toxic materials, wetness and humidity, and driving on a daily basis; limited to confined work spaces, high or low temperatures.

OTHER SKILLS AND ABILITIES

- Ability to meet District vehicle/driving insurability standards.
- Ability to successfully pass commercial driver's license physical.
- Ability to operate all District equipment and vehicles, including combination sewer cleaning machine, power rodder, TV van (including camera level calibration), trailer mounted portable generators and pumps and dump truck.
- Ability to maintain worker fitness in accordance with all applicable Federal Department of Transportation regulations.
- Ability to successfully pass annual respiratory protection physical, including a pulmonary function/fit test.

SPECIAL CONDITIONS

Incumbents are required to periodically perform work in adverse conditions such as confined and awkward spaces, in and around raw and treated wastewater. Safety regulations prohibit incumbents from wearing contact lenses when wearing respirators, or from wearing beards or other facial hair which prevents proper respirator fit when wearing a respirator.

Must be willing and able to work any shift; work holidays, weekends, and scheduled and emergency overtime; perform off-hours standby duty; and attend classes and seminars as required for training purposes.

Due to the requirement to perform off-hour's standby duty and respond to emergency situations occurring at the plant or within the collection system, incumbents must be able to respond to emergency situations within 30 minutes.

CLASS HISTORY

Established:	May 2003	Last Revised:	8/2010
FLSA Status:	Non-exempt	Salary Grade:	17
Reports to:	Field Services Manager	Department:	Field Services