

FIELD SERVICES SUPERINTENDENT

SUMMARY

Under general direction, is responsible for managing the field services functions of the District. Coordinates and reviews all operations and maintenance activities required to manage the district's collection, transmission, treatment and fleet assets. Advises and makes recommendations to the Technical Services Manager

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

- Plans, assigns and prioritizes field services activities. Provides for staff training and development.
- Directs the operation of the water reclamation plant, interprets and evaluates operational data and laboratory reports and implements process control changes to comply with established standards; ensures legal requirements are met. Prepares and submits required RWQCB reports.
- Initiates, coordinates, reviews and approves maintenance requests and requisitions. Prepares, reviews and maintains a variety of records, reports, schedules and logs.
- Ensures compliance with safety standards and environmental regulations including use of appropriate equipment and proper chemical storage.
- Evaluates new developments in materials, tools, and equipment to recommend or deny purchase.
- Assists in the preparation of budget based on anticipated needs of Field Services department. Monitors departmental expenditures to assure conformance with approved budget allocation.

SUPERVISORY RESPONSIBILITIES

The Field Services Superintendent (FSSupt) directly supervises the Field Services Supervisor and is responsible for the overall coordination of department activities. The FSSupt carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; 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

An Associates Degree and a minimum of five (5) years experience in a wastewater collection capacity is required. Supervisory experience and familiarity with current wastewater rules and regulations is desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply mathematical concepts of algebra, geometry and basic statistical analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SPECIAL CONDITIONS

Incumbents may be required to periodically perform work in confined spaces. 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.

OTHER SKILLS AND ABILITIES

- Ability to meet District insurability standards
- Ability to successfully pass annual respiratory protection physical
- Proficient with Microsoft Office software
- Ability to utilize personal computers in office

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Class "C" Drivers license
CWEA Collection System Operator Grade IV is required
California Water Resources Control Board WWTP Operator III is required
CWEA Mechanical Maintenance Technologist Certification Grade IV is desired

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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. The noise level in the work environment is usually moderate.

CLASS HISTORY

Established:	January 2011	Revised:	N/A
FLSA Status:	Exempt	Salary Grade:	18
Reports to:	Technical Services Manager	Department:	Field Services