

FIELD SERVICES SUPERINTENDENT

SUMMARY

Under the direction of the Technician Services Manager (TSM), the Field Services Superintendent (FSSupt) is responsible for planning and managing the Field Services functions of the District. Coordinates and reviews all operations and maintenance activities required to manage and operate the District's collection, transmission, treatment and fleet assets. Advises and makes recommendations to the Technical Services Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the District.

- Plans, assigns and prioritizes the Field Services activities, including assisting in developing and implementing Operations and Maintenance (O&M) goals and objectives that are consistent with the proper operation and maintenance of District assets and District's Tactical Action Plan. Reviews staff recommendations on assignments, work schedules, and training needs; prepares performance evaluations; initiates and supports disciplinary actions; participates in the recruitment process; and identifies and addresses Field Services training needs.
- Serves as the Chief Plant Operator. 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. Ensures compliance with state, federal and county health, safety and environmental regulations governing reclaimed water. Prepares and submits required Regional Water Quality Control Board (RWQCB) and other reclaimed water associated reports.
- Initiates, coordinates, reviews, approves, and establishes maintenance service requests priorities and requisitions. Prepares, reviews and maintains a variety of records, reports, schedules and logs.
- Responds to, takes control and leads district's response to emergencies, relating to the collection system and water reclamation facilities. Completes required notification of regulatory agencies and prepares and submits required reports.
- Ensures compliance with safety standards and environmental regulations including use of appropriate equipment and proper chemical storage. Assists in preparation and submission of required reports.
- Evaluates new developments in technology and safety measures used in wastewater collection and treatment.
- Assists in the preparation of budget based on anticipated needs of Field Services department and the operations and maintenance of District assets. Monitors departmental expenditures to assure conformance with approved budget allocation.

- Maintains effective relationships with other employees, representatives of private agencies and general public. Meets with vendors and consultants regarding operations and maintenance projects.
- Acts as a public and technical contact on operations and maintenance issues, providing information and assistance as appropriate.
- Inspects work to ensure quality; corrects work in progress and upon completion. Notifies and/or receives from the Field Services Supervisor and/or Field Services personnel any apparent unusual conditions in the operation or maintenance of District assets. Leads and manages the evaluation and implementation of corrective action to resolve the unusual conditions.
- Investigates and resolves customer service requests and prepares reports on actions taken or recommended.
- Participates in Board and Committee meetings and presents reports as necessary. Prepares agenda memos and staff reports to Management and the Board of Directors.
- Oversees general building maintenance tasks within the facilities.
- Assists TSM with capital improvement project management; analyzes and provides feedback to plans for construction projects.
- Coaches and mentors the Field Services staff.
- Coordinates tours and makes presentations to community groups.
- Performs other duties as assigned.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS, AND PHYSICAL ABILITIES REQUIRED FOR THESE DUTIES:

- Ability to plan, direct and make effective written and oral presentations
- Ability to meet District insurability standards
- Ability to perform and follow safety procedures.
- Ability to work both independently and work well within a team environment.
- Ability to perform intermediate functions in Microsoft Office Suite.
- Possession of management skills including planning, organizing, staffing, directing, controlling and budgeting. Ability to supervise, train and develop Field Services staff.
- Knowledge of the operation of secondary and advanced treatment processes, water reclamation, chemical handling, chlorination, instrumentation and computer monitoring systems.
- Knowledge of District's policies and procedures, including purchasing and human resources.
- Knowledge of the types of equipment used in the wastewater treatment process such as pumps, motors, valves, filters, engines, meters, blowers and compressors.

SUPERVISORY RESPONSIBILITIES

The 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

A high school diploma or G.E.D and a minimum of ten (10) years' experience in a wastewater collection capacity is required. Additionally, a minimum of five (5) years of supervisory experience is required. familiarity with current wastewater principles and regulations is desired. An Associate's Degree or higher, for example a bachelor's degree in engineering or related field, 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.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Class "C" Driver's 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

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.

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, toxic materials, wetness and humidity, driving on a daily basis; confined work spaces, and high or low temperatures. The noise level in the work environment is usually moderate.

SPECIAL CONDITIONS

Incumbents may be required to periodically perform work in properly cleared and ventilated confined spaces.

CLASS HISTORY

Established:	JAN 2011	Revised/Reviewed:	JUNE 2020
FLSA Status:	Exempt	Salary Grade:	26
Reports to:	Technical Services Manager	Department:	Field Services