

## **FIELD SERVICES SUPERINTENDENT**

### **SUMMARY**

Under the direction of the Director of Technical Services (DTS), 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 DTS.

### **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. Ensures Field Services personnel are adequately equipped to perform their tasks.
- 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 State Sanitary Sewer System Waste Discharge Requirements reports.
- Oversees the day to day operations of the Gafner Water Recycling Facility.
- Coordinates water recycling activities with the contract services Chief Plant Operator.
- Serves as back-up and supports the Field Services Supervisors, if required, for mechanical issues at the pump stations, treatment plant and in the collection system.
- 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 District's budget based on anticipated needs of Field Services department and the operations and maintenance of District assets, including joint and water recycling facilities. 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 and equipment.
- 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 Supervisors and/or Field Services personnel any apparent unusual conditions in the operation or maintenance of District assets. Leads and manages the evaluation, documentation 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, presentations and staff reports to Management and the Board of Directors.
- Oversees general building maintenance tasks within the facilities.
- Assists DTS with capital improvement project management; analyzes and provides feedback to plans for capital improvement 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.
- Knowledge of PC and various software applications, including Microsoft Office Suite.
- Possession of management skills including planning, organizing, staffing, directing, controlling and budgeting. Ability to supervise, train, mentor 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 collection process such as pumps, motors, valves, filters, engines, meters, blowers and compressors.

**SUPERVISORY RESPONSIBILITIES**

The FSSupt directly supervises the Field Services Supervisors and is responsible for the overall planning, coordination and execution 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; mentoring; counselling; administering disciplinary action; 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**

CWEA Collection System Operator Grade IV is required  
California Water Resources Control Board WWTP Operator III is desired  
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 be able to 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.

When working outdoors, work is performed in all types of weather. 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 to very loud. When working indoors, work is performed in an office environment with lighting and ventilation.

### **SPECIAL CONDITIONS**

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

### **CLASS HISTORY**

<b>Established:</b>	JAN 2011	<b>Revised/Reviewed:</b>	September 2022
<b>FLSA Status:</b>	Exempt	<b>Salary Grade:</b>	26
<b>Reports to:</b>	Director of Technical Services	<b>Department:</b>	Field Services