

FIELD SERVICES SUPERVISOR

SUMMARY

Under the direction of the Field Services Superintendent, performs a wide variety of tasks and activities associated with the operations, maintenance and repair of a wastewater collection system, including pumping stations, sewer lines, and other sanitary sewer collection system appurtenant structures.

This position supervises a team of Field Services Technicians (FSTs) and performs fieldwork, including 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.

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.

- Administers and schedules maintenance activities utilizing the computerized work management system in accordance with District's Sewer System Management Plan, Asset Management Plan, and the current Fiscal Year (FY) Budget.
- Assists with preparing all required collection system, storm water system, odor control systems and treatment plant reports required by regulatory permits, utilizing applicable software.
- Operates and maintains a wastewater treatment plant (Gafner Water Recycling Facility), including sampling, chemical addition, coagulation, sedimentation, filtration, and disinfection in accordance with all applicable regulations.
- Provides timely reports of 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 and customer complaints.
- Leads, trains, quality assures, assigns, oversees and supervises FSTs, and performs fieldwork. Ensures that FSTs carry out assignments in the wastewater collection system (including pump stations) and for the Gafner Water Recycling Facility.
- Ensures FSTs are: **1)** properly trained and correctly operate all District equipment and assets, **2)** familiar with the current versions of all Standard Operating Procedures; and **3)** qualified to ensure the Supervisor Control and Data Acquisition (SCADA) system is always operational.
- Ensures Field Services staff is adequately trained and adheres to all safety procedures and precautions including lockout/tagout, permit required confined space, hearing conservation, traffic safety, and hazardous materials.
- Quality assures maintenance activities including: routine line cleaning, closed circuit television (CCTV) inspections, pump station maintenance, and force main maintenance (airvac & cathodic test stations). Ensure safety equipment (fire extinguishers & gas detectors) is properly inspected, maintained, certified and stored. Ensures the proper maintenance of the vehicle fleet.

- Knowledge of 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. Knowledge of the Underground Service Alert (USA) Dig Alert notification 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 FY budget and ensures that all purchases and expenditures conform to District policies and procedures.
- Ensures District facilities are in a clean, safe, and service-ready condition.
- Effectively communicates and coordinates District Operations with customers, contractors, consultants, and representatives of other local agencies.
- Responds to, coordinates and directs FSTs in emergency situations relating to the Collection System and water reclamation facilities, including occurrences after normal working hours and on weekends and holidays.
- Supports the District's Safety Program. Ensures FSTs follow safety practices in work methods and procedures.
- Performs on-call work.
- Serves as back-up and support to on-call staff for after-hour emergencies; such as, mechanical issues at the pump stations, treatment plant and in the collection system.
- Administers, reviews and prioritizes the District's gravity pipeline repair priority list.
- Oversees repairs associated with grade four defects in the gravity sewer system.
- Prepares routine reports utilizing Microsoft Word and Excel.
- Prepares and gives presentations for District's Board and Committee Meetings when necessary.
- Performs the duties of the Field Services Superintendent in the Superintendent's absence.
- Performs other duties as assigned.

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

- Ability to work both independently and work well within a team environment.
- Ability to perform and follow safety procedures.
- Ability to meet District vehicle/driving insurability standards.
- Ability to successfully pass commercial driver's license physical.
- Ability to maintain collection system certification.
- Ability to maintain water treatment operator certification.
- Ability to operate all District equipment and vehicles, including combination sewer cleaning machine, power rodder, Closed Circuit Television (CCTV) vehicle and associated equipment, trailer mounted portable generators and pumps.
- 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.
- Ability to perform basic functions in Microsoft Office Suite.

SUPERVISORY RESPONSIBILITIES

Directly supervises Field Services Staff and is responsible for the overall direction, coordination, and evaluation of assigned Field Services Staff. 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. 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 collection system experience and/or training is required. A minimum of five (5) years of prior relevant experience 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 employees, 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.

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 driver's license is required with:
 - Driver's License Tanker Endorsement
 - Driver's License Air Brake Endorsement

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 Supervisory Control and Data Acquisition (SCADA) systems.

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 90 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 Self Contained Breathing Apparatus (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.

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, 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 ranges from moderate to very loud. When working indoors, work is performed in an office environment with lighting and ventilation.

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 having 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 45 minutes.

CLASS HISTORY

Established:	MAY 2003	Revised/Reviewed:	SEPT 2022
FLSA Status:	Non-exempt	Salary Grade:	22
Reports to:	Field Services Superintendent	Department:	Field Services