

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

**FIELD SERVICES MANAGER**

DEPARTMENT: Operations & Maintenance  
FLSA Status: Exempt  
Bargaining Unit: Management

SUPERVISOR: Superintendent

POSITION DESCRIPTION

Serves as a member of the District's management team, and participates in the development and implementation of the District's goals, objectives, priorities, policies and procedures, project prioritization and problem resolutions. Coordinates and supervises Leadworkers and Maintenance Workers in the maintenance, operation, and construction of the District's collection system. Assists the Superintendent in holding subordinate staff accountable for meeting goals and objectives as defined. Must have good time-management skills and the ability to track multiple duties on oneself and subordinates.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE

- A. Graduation from an accredited four year college or university is highly desired. Formal education may be waived if there is demonstrated utility management experience with at least six (6) years experience in supervisory/management position (at a minimum, must show proficiency at college level English); and
- B. Five (5) years of increasingly responsible experience in Collections Systems maintenance and repair at a journey or lead level, including at least two (2) years of administrative and supervisory responsibility.

REQUIRED DEGREES/LICENSES

Valid California Driver License, or obtain within six (6) months of date of hire, an appropriate Class A California Driver License. Must possess a Grade IV certification in Collection Systems as issued by C.W.E.A.

### SPECIFIC KNOWLEDGE AND ABILITIES

Must have knowledge of the use and purpose of tools and equipment employed in the operation, maintenance, repair, and construction of a wastewater collection system, including lift stations: (mechanical knowledge of lift stations, SCADA, proper pump curves for specific applications, control panels, and all appurtances related to lift stations is highly desirable). Must be knowledgeable of Collection system construction methods, inspection and terminology. Must be knowledgeable of safety standards, both state and federal, as they pertain to a wastewater collection system. Must have the ability to supervise crews while exercising appropriate direction/delegation and responsibility; prepare oral, written, and computerized reports, records, and logs; and be able to apply District ordinances and construction standards.

### PRIMARY RESPONSIBILITIES

1. Plans, schedules, assigns computerized workload, keeps records, supervises, participates and prioritizes the work of maintenance personnel engaged in the operation, maintenance, and repair of the District's wastewater collection system. Performs QA/QC on completed work-orders following completion.
2. Through delegation to the Leadworkers and Maintenance staff, ensures the proper use of equipment including the operation and maintenance of lift stations, earth moving equipment, general construction equipment, and specialized equipment common to the wastewater collection system, including high pressure cleaners, vacuum units, and closed circuit TV units; Responsible for the safety of personnel working in the District's wastewater collection system, including the training of present and new employees in safety requirements, methods, equipment, and practices.
3. In the absence of the Superintendent, is acting Legal Responsible Operator (LRO) performing data input and certification of SSO's into the State Water Resources Control Board's CIWQS database. Works with the Technical Service Manager in the update of the District's SSMP components: Annual Audit, yearly Questionnaire, and updates as required.
4. Coordinating with the Technical Services Manager, conducts, plans, and schedules regular safety meetings, and enforces the safety policies of SPMUD and Cal-OSHA;
5. Investigates customer service calls and complaints, dispatches staff accordingly and promotes good public relations;
6. Estimates time, materials, and equipment necessary to complete maintenance and repair projects, and orders materials and supplies required;
7. Keeps material inventory records and oversees O&M safety and materials

purchases.

8. Keeps records of all District autos/trucks/vehicles and makes recommendations for replacement;
9. Participates in, and as directed by the Superintendent prepares performance evaluations of all employees working under his/her direction; and,
10. In the absence of the Superintendent, assumes responsibility for all field activities.

### SECONDARY DUTIES

1. Keeps abreast of all field construction activity by other entities and developers;
2. Performs field investigations on the District's easements: road conditions, levee conditions along creeks, creek crossings, encroachment issues with buildings or structures, and ponding/inaccessibility due to creek conditions, or changes to the Districts right of way.
2. Along with the Superintendent and/or Technical Services Manager may coordinate activity of contractors working on District facilities;
3. Assists in updating a variety of wastewater collection system maps and records;
4. Assists in budget requests for field maintenance items, and projections for maintenance and personnel needs;
5. May do inspections and/or provide technical assistance for contractors and plumbers; and,
6. Other duties as required.

### OTHER NECESSARY QUALIFICATIONS

1. Specific Physical Requirements to Perform Duties:
  - a. Ability to drive and operate heavy construction equipment for long periods of time;

- b. Ability to lift and carry 90 lb. items such as bags of concrete;
  - c. Ability to work in confined spaces for long periods of time;
  - d. Spend long periods of time seated; and,
  - e. Spend long periods of time using a computer terminal.
2. Ability to Successfully Pass Medical Examination Based On:
- a. Ability to safely perform required physical duties; and
  - b. Ability to safely perform required physical duties with "reasonable accommodation" that does not create a safety hazard for other employees or the public.
3. On-Call/Emergency Duties:
- Must reside within 30 miles of District Corporation Yard and be able to respond and travel to Corporation Yard within 30 minutes of notice.

PROBATIONARY PERIOD: Six (6) months