

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Field Supervisor

DEPARTMENT: Field Services

SUPERVISOR: Superintendent

POSITION DESCRIPTION

Under the direction of the Superintendent, participates in the development and implementation of the District's goals, objectives, priorities, policies and procedures. Provides leadership and coordinates and supervises Leadworkers in the maintenance, operation, and construction of the District's collection system. Reviews, develops and recommends changes to maintenance programs. Ensures safe work practices are adhered.

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, piping systems, manholes, easement roads, flow recorders, facilities/sites. Must have competence utilizing computers and software used in day-to-day operations. 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 plan and schedule work, direct and supervise crews; effectively communicate, prepare oral, written, and computerized reports, records, and logs; and must understand and be able to apply District ordinances and construction standards.

EDUCATION/EXPERIENCE

Completion of high school or a G.E.D. Must have eight (8) years of experience in the construction, maintenance and operation of a sewer collection system including five (5) years of supervisory experience. Experience may be substituted by evidence of appropriate education, as determined by the District.

REQUIRED CERTIFICATES/LICENSES/COURSES

Valid California Class A Driver License, or obtain within six (6) months of date of hire. Must possess a Grade IV certification in Collection System Maintenance as issued by C.W.E.A. or obtain Grade IV certification within 18 months of hire. Must demonstrate reading and writing ability at the English 1A (college) level.

PRIMARY RESPONSIBILITIES

1. Assists the Superintendent to implement and work towards achieving the goals and objectives contained in the District's strategic plan.
2. Provides direct supervision over Leadworkers and plans, schedules, prioritizes, and assigns workloads utilizing computerized maintenance management system (CMMS) to coordinate preventive, routine and emergency installation, repair and maintenance activities.
3. Provides oversight of the activities performed by field personnel. Holds Leadworkers accountable for reaching department goals, the quality of work completed and the performance of the crews they supervise. Performs QA/QC on completed work orders and other District records. Participates in and prepares performance evaluations of all employees working under his/her direction;
4. Through delegation to the Leadworkers, ensures the proper use of equipment including the operation and maintenance of lift stations, vehicles, 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;
5. Is familiar with, and stays abreast of changes to the State General Waste Water Requirements (GWDR) and the District's Sewer System Management Plan (SSMP). Provides information to the Superintendent regarding any changes/updates to the GWDR or District work plans, methods, procedures that would affect the District's SSMP.
6. Serves as a member of the District's Safety Committee and is 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. Conducts, plans, and schedules regular safety meetings, regularly inspects equipment for proper/safe function and enforces the safety policies of SPMUD. Stays abreast of Cal-OSHA and other regulations and ensures District compliance.
7. Serves as an SSO Data Submitter into the State Water Resources Control Board's CIWQS database. In the absence of the Superintendent, is acting Legal Responsible Official (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: Bi-Annual Audit, Yearly Questionnaire, and updates as required.
8. In coordination with the Technical Services Department, evaluates collected data on pipes, manholes, easements, lift stations and other District appurtenances and provides technical support and expertise to the condition assessment process.
9. Investigates customer service calls and complaints, dispatches staff accordingly and promotes good public relations;
10. Estimates time, materials, and equipment necessary to complete maintenance and repair projects, and orders materials and supplies required; Keeps material inventory records and oversees O&M materials, safety, and vehicle maintenance purchases.

11. Keeps records of all District autos/trucks/vehicles and makes recommendations for replacement; Ensures general maintenance and safety checks are regularly performed.
12. In the absence of the Superintendent, may assume 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.
3. Assists in budget preparation for Field Services Department.
4. May assist with the coordination of activities of contractors working on District facilities
5. May perform inspections and/or provide technical assistance to contractors working in the District
6. Other duties as required.

OTHER NECESSARY QUALIFICATIONS

1. Specific Physical Requirements to Perform Duties:
 - a. Ability to lift and carry 90 lb. items such as bags of concrete;
 - 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:
 - a. Must reside within 30 miles of District Corporation Yard and be able to respond and travel to Corporation Yard within 30 minutes of notice.
 - b. Serves as on-call/SSO Supervisor.

PROBATIONARY PERIOD: Six (6) months