

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

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| Job Title: | Field Supervisor | Department: | Field Services |
| Department Head: | Superintendent | FLSA: | Non-Exempt |
| Probationary Period: | 1 year | Revision Date: | 02/01/2020 |

Position Overview:

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 Lead Workers in the maintenance, operation, and construction of the District’s collection system. Reviews, develops and recommends changes to maintenance programs. Ensures safe work practices and District policies are adhered to.

Education/Experience:

Any of the following combinations in the table below meet the minimum qualifications for education and experience for this position.

| Education | | Experience |
|-----------|---|---|
| A | Completion of high school / GED | and Eight (8) years in collection system maintenance (or related underground utility) with experience in personnel supervision. |
| B | Associate Degree or higher from an accredited College or University | and Six (6) years in collection system maintenance (or related underground utility) with experience in personnel supervision. |

Licenses and Certifications:

1. Valid California Class C Driver License.
2. California Water Environment Association Certification at the Grade IV Level. Timeline to acquire in accordance with CWEA minimum qualifications.
3. Completion of English 1A (grade of C or better) is required within 18 months of appointment. English 1A requirement may be substituted by an equivalent course, as determined by the Department Head.

Knowledge and Abilities:

This is an advanced level supervisory position. Incumbents 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.

Knowledge of:

1. Safe work practices as defined by Cal-OSHA.
2. District Standard Specifications and Improvement Standards for Sanitary Sewers.
3. Principles for the operation, maintenance, construction, inspection and repair of sanitary sewer systems.
4. Principles of planning, scheduling, coordinating, goal setting and completing assignments.
5. Principles of leadership, training, and supervision.
6. Maintenance, operation and repair activities related to sewer collection systems.
7. Computer Maintenance Management Systems (CMMS) for the predictive and preventive maintenance and record keeping of the District's collection system.
8. Construction methods and terminology related to the maintenance and operation of a sewer collection system.
9. Tools and equipment used in the maintenance and operation of sewer collection systems.
10. The State General Wastewater Discharge Requirements (GWDR) and the District's Sewer System Management Plan (SSMP).
11. Personnel evaluations and progress assignments.
12. District Safety Program and personnel policies.
13. Materials, methods, practices, technology equipment and tools used in sewer system construction, maintenance, repair and administration activities.
14. The District's Mission, Vision and Core Values.

Ability to:

1. Assist the Superintendent to implement and work towards achieving the goals and objectives contained in the District's Strategic Plan and Annual Work Plans.

2. Provide direct supervision over Lead Workers; plan, schedule, prioritize, and assign workloads utilizing Computerized Maintenance Management System (CMMS) to coordinate preventive, routine and emergency installation, repair and maintenance activities.
3. Provide oversight of the activities performed by field personnel; hold Lead Workers accountable for reaching department goals, the quality of work completed and the performance of the crews they supervise; Perform QA/QC on completed work orders and other District records.
4. Participate in and prepare performance evaluations of all employees working under their direction.
5. Provide information to the Superintendent regarding any changes/updates to the State GWDR or District work plans, methods, procedures that would affect the District's SSMP.
6. Serve as a Sanitary Sewer Overflow (SSO) Data Submitter into the State Water Resources Control Board's California Integrated Water Quality System (CIWQS) database.
7. Ensure the proper use of vehicles, tools and equipment, including the operation and maintenance of lift stations.
8. Conduct, plan, and schedule regular safety meetings; regularly inspect equipment for proper/safe function and enforces the safety policies of SPMUD. Remain current on Cal-OSHA and other regulations and ensure compliance.
9. Prepare standard operating procedures (SOPs) to establish and document District business practices.
10. Evaluate collected data on pipes, manholes, easements, lift stations and other District appurtenances and provide technical support and expertise to the condition assessment process.
11. Investigate customer service calls and complaints, dispatch staff accordingly and promote good public relations.
12. Conduct accident investigations and recommend actions for correction.
13. Estimate time, materials, and equipment necessary to complete maintenance and repair projects, and orders materials and supplies required; Keep material inventory records and oversee O&M materials, and safety, purchases.
14. Perform field investigations on the District's easement roads, levee conditions along creeks, creek crossings, and ponding/inaccessibility due to creek conditions, or changes to the Districts right of way.

15. Keep records of all District autos/trucks/vehicles and makes recommendations for replacement; Ensure general maintenance and safety checks are regularly performed.
16. Assist the Superintendent with the preparation of the annual Field Services Department Budget.
17. Make and oversee purchases in accordance with the District's Purchasing Policy.
18. Perform On-Call Supervisor Duty for customer service and emergency calls:
 - a. Must reside within 30 miles of District Corporation Yard, and
 - b. Must be able to respond and travel to Corp. Yard within 30 minutes of notice.
19. Work overtime, after regular business hours, on weekends and holidays, as directed.
20. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications, computerized maintenance management software, and CCTV inspection software.
21. In the absence of the Superintendent, may assume responsibility for all field activities.

Physical Demands and Working Environment:

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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-104.
- b. Stand, walk, reach with hands and arms, stoop, or kneel.
- c. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs. Bend and twist to adjust equipment.
- d. Kneel and squat to review work.
- e. Climb up and down ramps and ladders.
- f. Perform simple and power grasping, pushing, pulling, and fine manipulation.
- g. Work in confined spaces, trenches, roadways and unimproved areas.
- h. Perform manual labor.

- i. Must be able to drive an automobile.
- j. Occasionally work on rough, uneven and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise.
- k. Work in adverse weather conditions with reasonable accommodations.

Ability to Successfully Pass Medical Examination BasedOn:

- 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.

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.