

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **FIELD SERVICES SUPERVISOR - CONSTRUCTION**

GRADE LEVEL: E21

SUPERVISOR TITLE: Field Services Manager

FLSA STATUS: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA






DEFINITION

Under direction to implement, supervise and coordinate the activities of the Field Services Construction Department including the repairs and maintenance of the District's facilities and distribution system

CLASS CHARACTERISTICS

This is a full first-line supervisory classification with responsibility for organizing and assigning duties, evaluating results, conducting performance appraisals and recommending personnel actions such as hiring, promotion, discipline, and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level typically report to the field services manager

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Implement, supervise and coordinate a wide range of field services duties; and achieve assigned goals and objectives; recommend necessary resources, staffing organizational structure and strategies
-  Conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline and termination
-  Recommend, implement and ensure compliance with operational policies and procedures
-  Develop and monitor the department sections budget; participate in monitoring appropriations and expenditures for equipment, materials, and staffing
-  Provide staff assistance to higher level management staff; investigate and prepare recommendations related to operational and administrative issues

- ✎ Respond to and resolve difficult and complex citizen inquiries and complaints
- ✎ Plan, schedule, and maintain maintenance and construction projects and communication of status to Field Services Manager
- ✎ Supervise, direct, and guide on-site projects to ensure compliance with District and other regulatory agency safety standards and requirements
- ✎ Review and evaluate work methods, procedures, and services; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency
- ✎ Supervise the District's maintenance programs within own department
- ✎ Supervise the District's emergency call-out crew program
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Practices and principles of District Operations and Maintenance
- ✎ Customer service practices
- ✎ District tools, equipment and materials
- ✎ Water service and distribution
- ✎ Principles of employee supervision including training development and performance evaluation
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations and services
- ✎ Applicable laws, codes and regulations

Ability to:

- ✎ Implement and evaluate a full range of maintenance and construction services
- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Select, supervise, train and evaluate assigned staff
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Gain cooperation through discussion and advice
- ✎ Operate a variety of hand tools and power tools
- ✎ Read and understand complex service manuals
- ✎ Diagnose, troubleshoot, and solve mechanical problems

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: At least three (3) or more years of increasingly responsible journey level experience in operations or maintenance with a public utility (water agency preferred) with extensive supervisory experience

Training: Equivalent to completion of the 12th grade supplemented by specialized training in public works construction and water distribution. Some college level course work in Supervision/Management is preferred. Specialized training in the maintenance of District equipment is also preferred

Licenses and Certificates:

- ✎ California Class C Driver's License, required
- ✎ Trench Shoring / Confined Space Certified, required
- ✎ Grade D4 Water Distribution Certificate – SWRCB, required
- ✎ Grade T2 Water Treatment Certificate – SWRCB, required
- ✎ Traffic Control Certificate, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures

- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

OTHER REQUIREMENTS

- ✎ Willingness to work nights, weekends and overtime, as necessary
- ✎ May be required to serve stand-by duty as assigned by management

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date