

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **FIELD SERVICES MANAGER**

GRADE LEVEL: M15

SUPERVISOR TITLE: Assistant General Manager – Engineering and Operations

FLSA STATUS: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA



DEFINITION

Under minimal direction, the incumbent plans, implements, manages, and coordinate the activities of the Field Services Construction Department including the construction and maintenance of District facilities, such as reservoirs, pump stations, pipeline (water, sewer, and recycled water) and related equipment. This position will also oversee the Field Services Facilities Department which encompasses building and grounds, meter maintenance and repairs, and fleet services work centers

CLASS CHARACTERISTICS

This is a middle management level classification with responsibility for managing and directing a District department or function. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with other District managers and executives. Responsibilities include organizational, budget and personnel administration for the assigned functional areas of responsibility. Positions at this level report to the assigned division head and direct the efforts of multiple supervisors and other support staff. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

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

-  Plan, organize, direct, and manage District maintenance and related administrative activities; develop goals and objectives; identify necessary resources, and implement appropriate staffing, organizational structures, and strategies
-  Manage service lateral installation and repair

- ✎ Oversee the maintenance and repairs of District facilities including properties, structures, and waterlines (buildings, pump stations, wells, reservoirs, etc.)
- ✎ Manage the preventive and corrective maintenance of Districts' facilities including potable, reclaimed and raw water pipelines and related appetences
- ✎ Oversee the District's fleet department and evaluate purchasing and depleting vehicle needs when required; manage the District's fleet including all pick-ups, vans, SUVs and heavy equipment; monitor monthly fuel consumption and generate monthly reports tracking consumption and fuel costs
- ✎ Assist as necessary with corrective maintenance and repairs to District's wastewater collection systems and treatment facilities
- ✎ Manage the District's security system including all cyber locks, camera systems, and alarms
- ✎ Review and evaluate work methods, procedures, services, and products; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency
- ✎ Manage the department's Computerized Maintenance Management System (CMMS), create work orders, and add, change, and deplete assets as needed
- ✎ Recommend, implement and ensure compliance with operational policies and procedures
- ✎ Participate in hiring, supervising, training and evaluating assigned staff; establish work standards and expectations; conduct performance evaluations; counsel and discipline employees as required
- ✎ Develop and recommend the department's budget; participate in monitoring appropriations and expenditures; allocate required work hours, recommend mid-year adjustments as necessary
- ✎ Prepare and present staff reports and other necessary correspondence to boards, commission, and committees
- ✎ Respond to and resolve difficult and complex citizen inquiries and complaints
- ✎ Co-Manage the District's call-out crews with Field Services Manager - Facilities
- ✎ Participate on District safety committee; perform injury and illness investigations
- ✎ Plan, schedule, and manage maintenance and construction projects and communicate status to division director and fellow division managers
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Complex principles and practices of public utility construction and building maintenance

- ✎ Principles of employee supervision including training, development, and performance evaluation
- ✎ Techniques of public agency budget administration
- ✎ 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
- ✎ Coordinate assigned activities with those of other public agencies and District divisions
- ✎ Administer an assigned department budget
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Gain cooperation through discussion and persuasion

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: Five (5) or more years of increasingly responsible supervisory experience in public works construction with a water utility

Training: Any combination of formal or informal training and education to include graduation or equivalent from high school supplemented by college level courses in management and/or public works construction

Bachelor's degree with major coursework in business management or a related field is desirable, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Licenses and Certificates:

- ✎ Grade D3 Water Distribution Certificate – SWRCB, required
- ✎ Grade T2 Water Treatment Certificate – SWRCB, required
- ✎ Valid Class C California driver's license, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction
- ✎ Regular attendance

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

- ✎ Work in a temperature controlled office environment with moderate noise.
- ✎ Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards

OTHER REQUIREMENTS

- ✎ Willingness to work nights and weekends as necessary

This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act (FLSA). The position will be required to work varying hours, weekends, and holidays as the day-to-day job duties may require

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