

FIELD MAINTENANCE SUPERVISOR

Definition:

Under general supervision, perform a variety of skilled work in the maintenance, construction and reconstruction of wood, metal, concrete and earth canals and flumes, treated water installations and pipeline systems.

Distinguishing Characteristics:

This class is the working supervisor level. It is distinguished from other supervisory classes in that it has primary responsibility for the maintenance, reconstruction and construction of raw and treated water distribution systems and appurtenances. The duties require driving an Agency vehicle both on road and off-road, frequent radio and telephone communication, walking, bending, stooping, climbing; working in all types of weather, traversing steep and uneven terrain, working in streets and roads close to traffic, operating equipment, communicate orally and in writing, lift and carry up to 100 lbs. regularly and distinguish colors; may work with or around hazardous chemicals.

Examples of Duties:

- plan, budget and supervise construction and maintenance projects for treated and raw water systems including, flumes, line taps, pipeline installation and repairs, canals, siphons and other system appurtenances;
- supervise and participate in the work of a crew;
- perform more difficult and complex tasks;
- investigate and respond to complaints and inquiries;
- install water meters;
- take field measurements and prepare job sketches and estimates;
- operate pipe locating equipment;
- install shoring and bracing as required;
- operate a concrete saw, backhoe and other heavy equipment, compressor and pneumatic tools, common hand tools, such special tools and equipment as tapping machines, cutting torches, caulking tools, sump pumps, flume boom;
- disinfect pipelines as needed;
- prepare various reports including time reports, work schedules, evaluations;
- answer calls on a stand-by basis and respond to emergencies as needed;
- prepare, maintain and implement emergency response plans;
- may serve in the absence of the Field Superintendent;
- may cross train and substitute in the canal operations or treated water distribution operations;
- establish and maintain safety standards;
- train and evaluate employees;

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- requisition supplies and equipment;
- assist in the selection of personnel;
- assist in preparing and implementing annual budget;
- perform related duties as required.

Qualifications:

Knowledge of:

- Standard practices, methods, materials, and hand and power tools of the trade, as used in rough carpentry including concrete work; repair practices involving the repair and maintenance of structures;
- pipeline construction and maintenance;
- safety regulations and precautions;
- principles of supervision and training;
- budget procedures and project estimating;
- principles of water distribution systems and pipeline disinfection.

Ability to:

- Read and interpret work from sketches, plans and specification;
- use hand and power tools skillfully;
- train and direct work of others;
- exercise independent judgment and initiative without close supervision;
- make complete project estimates of labor and material;
- assist in yearly budget;
- plan, organize and coordinate the work of crews;
- establish and maintain safety standards and procedures;
- recommend selection of new employees and disciplinary actions;
- evaluate performance;
- communicate effectively both orally and in writing;
- respond to emergencies as needed;
- anticipate and plan for emergency situations;
- operate various heavy equipment.

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Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of high school and five (5) years experience as a Service Worker with Placer County Water Agency or an equivalent combination of education, training and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record and a valid Water Distribution Operator certification – Grade III.