



JOB DESCRIPTION

TITLE: Field Operations Manager
STATUS: Non-Union/FLSA Exempt
GRADE: Grade 18

JOB SUMMARY:

Under direction of the Maintenance and Operations Superintendent plans, directs, evaluates, oversees, organizes, manages, supervises and coordinates activities in the field relating to an assigned area of the maintenance and operation of the water distribution system, water quality system, water meters, the wastewater collection system, facilities, fleet, and/or buildings and grounds. Coordinates assigned activities with other divisions, outside agencies, contractors, and the general public; and cooperates with other managers and District staff to manage all projects related to assigned area. This position is subject to 24-hour call out.

REPORTING RELATIONSHIPS:

This position reports to the M&O Superintendent. This position may also supervise any or all of the following positions: Utility Workers, Buildings/Grounds Workers, Water Quality Technician, Cross Connection Technician, Pre-treatment inspectors, Facilities Mechanics, or any other position performing duties in assigned area.

ESSENTIAL DUTIES may include the following if they are performed within the assigned area of the Field Operations Manager. Performs all other duties as required or assigned.

- Manages and participates in the development of goals, objectives, policies, procedures, guidelines, specifications, and priorities relating to assigned areas;
- Supervises, selects, trains, motivates, plans, directs, coordinates, and reviews work plans of assigned staff; assigns work orders, activities, projects, and programs; reviews and evaluates work methods and procedures; identifies and resolves staff problems and corrects deficiencies;
- Conducts field inspections and visits to ensure work of assigned staff is done appropriately and in compliance with District standards, specifications, guidelines, and procedures;
- Identifies opportunities for process improvement; analyzes, recommends, and implements changes;
- Meets and confers with contractors, developers, state, county and city officials, to schedule and plan District jobs; responds to customer inquiries and complaints; responds to emergency situations and trouble shoots problems and projects;
- Participates in the development, administration, and implementation of approved bi-annual budget, purchases or recommends the purchase of materials, supplies, and vehicles, and complies with specifications for equipment and contracts;
- Reviews job sites, plans, projects, and specifications prior to work being completed in order to determine what work is required, what resources, and what if any actions need to be taken to comply with all necessary laws, policies, procedures, requirements and standards; and

- Meets and confers with Planning and Development Service Department, inspectors, contractors and property owners and locator regarding pre-construction and onsite issues.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Maintenance and repair requirements of the District's water and sewer systems, facilities and equipment;
- Methods, rules, and techniques for planning and scheduling maintenance and repair work;
- Water and sewer service operations during emergency situations;
- Safety rules, regulations and procedures;
- Construction specifications, schematics, plans, standards, regulations and procedures.
- Principles of supervision, training and performance evaluation;
- Public budget development and implementation, purchasing and procurement procedures;
- Pertinent Federal, State, and local laws, codes, and regulations.

Skills in:

- Planning, organizing, and overseeing assigned work programs, including monitoring work schedules, regulatory requirements and progress reviews, providing guidance, developing goals and objectives, and providing direction;
- Analyzing problems, identifying solutions, and proposing actions;
- Operating office equipment and tools such as phones, fax machine, copiers, computers, software and databases;
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education: Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of progressively responsible experience in the maintenance, repair, and operation of a public utility or water and sewer district and a high school diploma.

Licensing Requirements:

Possess and maintain a Valid Washington State Driver's License, Industrial First Aid Card, and have the ability to obtain a Water Distribution Manager III certification and a Wastewater Collections Certification II within one year of appointment.

May possess and maintain a Washington State Commercial Driver's License (CDL) endorsement as it is needed for internal promotional opportunities or District business need. If CDL endorsement is held, incumbent is subject to all regulations of Federal and AWWWD CDL program.

WORKING CONDITIONS:

Duties are performed in an office environment and in the field. Field work has frequent exposure to extreme weather conditions for extended periods of time, confined spaces, automobile traffic, various tools, and equipment. Work involves exposure to sewer systems, human waste, gases, fumes, loud noise, chemicals and pesticides.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force consistently to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved:

Revised: August 2019