



July 2019
FLSA: Exempt

DIRECTOR OF FIELD OPERATIONS (Formerly Known as Field Operations Superintendent)

DEFINITION

The Director of Field Operations has overarching responsibility for the wastewater collections and surface runoff/storm drain systems; work in these two major disciplines includes the operation, maintenance, repair and replacement as necessary to assure the continuous operation and longevity of said systems.

SUPERVISION RECEIVED AND EXERCISED

This management position receives general direction from the District Manager and gives general direction to the Field Operations Superintendent.

CLASS CHARACTERISTICS

The Director of Field Operations is responsible for all facets of the operation and maintenance of the wastewater and stormwater systems, to minimize the occurrence of overflows and odors, identify and correct damaged systems in a timely manner, be responsive to the needs of the District's customer owners and develop all personnel, equipment and material resources needed to effectively and economically carry out the programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, directs, coordinates, budgets and reports the activities of a work force actively engaged in the maintenance, operation and repair of District wastewater collection and stormwater systems.
- Plans, schedules and determines priorities of work in conjunction with engineering and pump station operating units in directing the planning of an eight year recurrence level of routine maintenance inspection and repair/replacement throughout the community within the District's boundaries.
- Assures efficient operations and effective planning and scheduling of collection system improvements and emergency situations during storm water flooding.
- Directs and coordinates installation and repair of sewers, manholes, catch basins and related structures.
- Leads and supports the coordination of emergency responses, such as backups into structures, street flooding and storm runoff management.
- Assures the development and implementation of a comprehensive preventative maintenance program for the collection and stormwater systems, such as jet cleaning, root management in mains, lateral clearing, ditch and catch basin cleaning.
- Confers with engineering personnel on the long range repair and replacement of wastewater and stormwater collection infrastructure for incorporation into the 10 year Capital Infrastructure Program
- Provides direction to the Field Operations Superintendent for the increased efficiency of the department in planning and organizing personnel to meet immediate and future needs, reviewing staffing requirements and maximizing productivity.
- Provides the necessary supervision to the Field Operations Superintendent to assure he/she monitors budget year to date figures monthly to assure activities undertaken are completed within the resources

allocated, and staff are presented adequate training to assure their continued success and safety in conducting their assigned duties.

- Assures all work conducted below ground includes participation in the Underground Service Alert program.
- Responsible for developing, auditing and updating the Sewer System Management Plan (SSMP) and is one of the legally responsible officials (LRO) responsible for certifying the SSO reports and updating the questionnaire on the California Integrated Water Quality System (CIWQS).
- The Director of Field Operations will serve as the Operations Chief in responding to flood events until such time as a full activation of the District's Emergency Operations Center becomes necessary.
- Responsible for setting the goals that will be achieved by the Field Operations Department on a yearly, budgetary and 10 year planning cycle to assure the sustainable operation of the wastewater collection and storm drainage systems.
- Acts as a direct resource to the Board of Trustees on service and maintenance activities provided to the community and in addressing issues experienced by the customer owners.
- Represents the District at state, regional and local meetings regarding wastewater collection and stormwater runoff system operation and maintenance.
- Directs the development and implementation of a comprehensive department training program that includes jobsite safety, equipment safety and operation, emergency response, and regulatory compliance.

QUALIFICATIONS

Knowledge of:

- The methods, materials and equipment used in pipeline installation and maintenance of safe working methods applied to such activities. Working knowledge of supervisory techniques, including planning, scheduling, training and efficient use of manpower, materials and equipment.

Ability to:

- Exercise good judgment in emergency situations and to communicate effectively
- Direct and assist in the preparation of reports and records for submittal to the Board of Trustees, regulatory agencies and interested stakeholders.
- Conduct recruitment and selection, employee relations, performance management and recognition activities for his/her department.
- Provide the necessary direction to assure implementation of staff evaluation, training, and professional development of all department staff to ensure utilization, retention and promotion of competent employees.
- Ensure through subordinate staff, a proactive safety program.
- Assures the development of performance benchmarks and analyses performance trends to assert changes to the wastewater collection and stormwater drainage systems that will increase the efficiency and effectiveness of the field operation program.
- Conduct quarterly inspections of the Field Operations facility, major equipment and all field activities to assure services are conducted safely and efficiently.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:

Completion of a two-year degree or its equivalent and seven years of increasingly responsible experience in stormwater and wastewater collection system maintenance, repair, construction, and rehabilitation work

for a public stormwater and wastewater collection system; three years of that experience must have been in a supervisory/coaching capacity. Two years at a level comparable to, or higher than, Field Operations Superintendent is desirable. Additional relevant experience may be substituted for the education requirement.

Licenses and Certifications:

Must possess a valid Grade IV Collection System Maintenance certificate issued by the California Water Environment Association at the time of application.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

PHYSICAL DEMANDS

Must be able to walk on uneven surfaces; ability to work in inclement weather; moderate light lifting. 30 pounds with occasional lifting of up to 50 pounds; climbing ladders and stairs; reaching above shoulders occasionally; walking and standing throughout day (8 hours); occasional bending or kneeling; drive a vehicle to perform duties at other buildings and worksites; climbing on and off equipment; occasional demands may be required for moderately strenuous activities in emergencies/disasters.

[Link to Director of Field Operations Physical Demands](#)

ENVIRONMENTAL CONDITIONS

Working indoors and outdoors. Excessive heat, cold and rain during weather seasons.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.