



March 2020
FLSA: Exempt

**FIELD OPERATIONS SUPERINTENDENT (3 Steps)
(Formerly Known as Assistant Field Operation Superintendent)**

DEFINITION

The Field Operations Superintendent is a management position that has primary responsibility for planning, coordinating, budgeting and managing field operations staff and activities involved in the maintenance and repair of the wastewater and stormwater collection systems; and performs related work as required. The employee carries out supervisory responsibilities in accordance with District's guidelines and policies, and applicable labor, regulatory, and safety laws and regulations.

SUPERVISION RECEIVED AND EXERCISED

The Field Operations Superintendent receives general direction from the Director of Field Operations and provides supervision to the Field Operations Division sections including Collection Systems Supervisors, Collection Systems Technicians and administrative clerical staff.

CLASS CHARACTERISTICS

The Field Operations Superintendent position is distinguished from the Director of Field Operations in that the latter has overall responsibility for the Field Operations Department and the former provides management support to the Director and provides management of Division sections.

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.

- Recommend and implement goals, objectives, and practices for effective and efficient services.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Effectively represents the District and the department in meetings with governmental agencies, community groups and various businesses, professional and regulatory organizations, and in meetings with customers.
- Administer complex and technical maintenance programs in an independent and cooperative manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Make comparative studies to determine the economic advantages performing maintenance and repair operations by District personnel and may arrange for such work with outside contractors, assuring compliance with District requirements on contract services.
- Ensure the safety of employees at work sites and during the installation and maintenance of various types of mechanical, electrical or instrumentation equipment.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Provide oversight of the requisition of parts, supplies and equipment; assist in establishing and maintaining open purchase orders with outside vendors for critical parts and supplies.

- Provide oversight of the preventive and predictive maintenance programs for supporting continuous operations of the collection system.
- Gather, evaluate and prioritize project recommendations for the Capital Improvement Program.
- Participate in the selection, training, motivation and evaluation of staff; tracking and authorizing time records; setting staff work expectations; rewarding and disciplining employees; participate in monitoring employee performance objectives; prepare employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Prepares or oversees preparation of request for proposals, negotiates consultant contracts, and reviews plans for construction.
- Answers questions and provides information to the public, customers and outside organizations; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Conducts the development, audits, and updates of the wastewater system management plan (SSMP); serves as one of the data submitters who submit sanitary sewer overflow (SSO) reports on the California Integrated Water Quality System (CIWQS).
- Supports the use of new technologies (asset management, automated service orders, etc.) in the daily activities of the work group.
- Directs more complex emergency repairs or sanitary sewer overflow response.
- Ensures that the District's safety program requirements are implemented and carried out; works with supervisors and the Environmental Health and Safety Program Manager to identify and resolve safety issues; takes the lead on investigating near misses and accidents or injuries on the job; completes all necessary reports and other documentation relating to safety.
- Evaluates, coordinates, and monitors preventive maintenance, cleaning, root control programs, and customer service requests; supervises the marking of all Underground Service Alert requests; utilizes the computerized maintenance management system (CMMS).
- Ensures that standard operating procedures and parameters are developed and maintained for all collection systems processes; analyzes a variety of operational data; develop and recommends alterations and changes in operating procedures.
- Provides oversight of field inspections for acceptance of new facilities; investigates quality control problems; identifies and supports wastewater and stormwater improvement projects.
- Helps create a strong performance ethic within the work group.
- Prepare and implement the team(s) budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; authorizes, monitors, and controls expenditures. Establishes cost-effective methods of maintaining the collection system.
- Motivates employees, recognizes employee contributions, and maximizes individual development.
- Counsels employees on performance issues and carries out progressive discipline if necessary.
- Coordinates with other supervisors to develop a District-wide approach to issues.
- The Superintendent may perform the duties of the Director of Field Operations in his/her absence.

QUALIFICATIONS

Knowledge of:

- Safety hazards and appropriate precautions applicable to work assignments.
- Reading and interpreting mechanical, structural, electrical, or pipeline drawings, plans and specifications; and estimating labor and materials for proposed work.
- Computerized Maintenance Management Systems.
- Strategic planning and team-based organizations.
- Principles and practices of effective performance management, leadership, team building, conflict resolution, project management and coordination of staff and resources
- The methods, practices, materials, tools, equipment, safety standards, procedures, and requirements used in the construction, maintenance, installation, repair, preventative maintenance, and closed circuit television inspection of the wastewater and stormwater collection system.

Ability to:

- Exercise good judgment about both technical and management issues and make sound independent decisions about day to day activities and emergency situations.
- Inspect, recognize and rectify inefficient, unusual, or dangerous conditions.
- Help employees remain accountable for their work products and behaviors; set reasonable performance expectations and assist employees to meet these expectations; take appropriate action if standards and expectations are not met.
- Plan, organize, direct, train, and evaluate the work of assigned staff.
- Work on several assignments under time pressures and critical deadlines.
- Prepare clear and concise technical reports, correspondence, and other administrative documents; make clear, concise and effective oral reports and presentations.
- Deal tactfully and effectively with District staff, the public, and representatives of other agencies.
- Read and interpret mechanical drawings, plans and specifications.
- Keep records, prepare contracts, Board memos, reports and correspondence.
- Recommend and implement improved maintenance procedures and work processes; inspect and evaluate work sites for job readiness, safety, and quality of work performed.
- Manage, obtain, coordinate and monitor contractual work.

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:

Graduation from high school or equivalent. Ten (10) years of increasing responsibility in the Wastewater Collections Field with a minimum of two (2) year of supervisory experience in the wastewater industry.

Licenses and Certifications:

A current grade IV Collection System Certificate issued by the California Water Environment Association as 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 Field Operations Superintendent Physical Demands](#)

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

May be required to work overtime on evenings and weekends.

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.