



USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

JOB TITLE:	Field Operations Superintendent
DEPARTMENT:	Field Operations
EMPLOYER:	Vallejo Sanitation and Flood Control District 450 Ryder Street, Vallejo, California 94590
DATE PREPARED:	1/15/2004
WORK SCHEDULE/HOURS:	9/80 work schedule; includes working 8 to 9 hours per shift, 4 to 5 days per week.
EMPLOYEE:	
D/I:	
CLAIM NUMBER:	

Employer's Business: The employer, Vallejo Sanitation and Flood Control District, is a government agency responsible for the collection and treatment of wastewater from the sanitary sewer system and the protection from storm water.

Job Functions

Overview:

This is a management position. Under general direction of the Director of Engineering and Field Operations, plans, coordinates and directs the operations maintenance and repair of the sanitary sewer and storm water collection systems; performs related work as required.

Essential Functions:

- The employee plans, organizes, directs, coordinates, budgets and reports the activities of a work force actively engaged in the maintenance, operation and repair of District collection systems.
- The employee plans, schedules and determines priorities of work in conjunction with engineering and pump station operating units.
- The employee assures efficient operations and effective planning and scheduling of collection system improvements and emergency situations during storm water flooding.
- The employee utilizes a computer keyboard, mouse, and views a monitor to enter/retrieve information including e-mail correspondence, completing reports etc.
- The employee utilizes a writing utensil to complete notes during meetings and paperwork.
- The employee utilizes a telephone handset to make or retrieve phone calls, as needed. This includes utilizing the handset and when making calls pressing 7 to 10 buttons to make a call.
- The employee visits field sites to perform inspections that are considered complex.
- The employee operates a district vehicle or an electric cart to travel to and from plant sites or field sites. Includes ascending one step, maneuvering a steering wheel, pressing 2 foot pedals in conjunction with using a cushioned seat.
- The employee directs and coordinates installation and repair of sewers, manholes, catch basins and related structures.

- The employee coordinates emergency responses, such as backups into structures, street flooding and storm runoff management.
- The employee coordinates preventative maintenance such as jet cleaning, root management in mains, lateral clearing, ditch and catch basin cleaning.
- The employee coordinates gathering sewer information for Engineering.
- The employee confers with Engineering personnel on design problems and maintenance experiences relating to the collection systems, keeping them informed on system problems.
- The employee provides for the increased efficiency of the department planning and organizing personnel to meet immediate and future needs, reviewing staffing requirements and maximizing productivity.
- The employee directs the assignment, training and evaluation of assigned personnel, including being responsible for the maintenance of safe working conditions.
- The employee interprets District policies and procedures to subordinate employees and administers provisions of agreements with employee organizations.
- The employee reviews, studies, develops and implements job method improvements and procedures and maintains adequate work standards.
- The employee makes comparative studies to determine the economic advantages of performing certain maintenance and repair operations by District personnel and may arrange for such work with outside contractors, assuring compliance with District requirements.
- The employee is responsible for job records, progress reports and related information.
- The employee supervises the requisition of parts, supplies and equipment. Assists in establishing the preliminary budget. Directs inventory control activities for the collection system department.
- The employee monitors advances in equipment, materials, tools and maintenance techniques and makes recommendations for new equipment where the purchase can be economically justified.

Marginal Functions:

- The employee utilizes a copier to make copies, as needed. This entails opening the copier door in an upward/downward motion (exertion <5 lbs.), placing the paperwork on the copier and pressing a button to activate the copier. Alternatively, the employee places a stack of papers on a document holder and presses a button to activate.
- The employee retrieves and sets paperwork/files in and out of file cabinet drawers.
- The employee utilizes a fax machine, as needed. This includes setting individual papers in the fax machine, dialing the desired telephone numbers and pressing a button to activate the fax.

Minimum Qualifications**EDUCATION & EXPERIENCE**

- Completion of high school or its equivalent and within the past 10 years, either: (1) 10 years of employment in storm and sewer systems maintenance including 4 years of full time employment as a foreman of a crew engaged in installation and maintenance of underground pipelines and related facilities; or (2) 8 years of full time experience in the operation and maintenance of storm and sewer systems. Training in latest management techniques preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough 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 direct the work of a crew installing facilities, to read and interpret blueprints and specifications; to establish and maintain safe working conditions; to effectively use barricades, warning equipment and traffic channelizing devices in reducing public safety hazards; to exercise good judgment in emergency situations and to communicate effectively good judgment in stressful situations; to direct and assist in the preparation of reports and records; and to operate a motor vehicle skillfully and safely.
- Must be able to walk on uneven surfaces
- Must be able to work in inclement weather
- Must be able to communicate with irate or difficult people
- Must be able to accept constructive criticism from supervisors, coworkers and subordinate employees

LICENSE(S)

- Possession of a grade IV California Water Pollution Control Association Collection System Maintenance Certificate at the time of employment
- Must possess a valid 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.

Physical Demands

For the purpose of determining frequency of activity, this job analyst refers to an eight-hour workday.

STANDING	Frequency: Duration: Surfaces: Associated Tasks:	Less than ½ hour to 1 hour. Seconds to less than 10 minutes at a time. Carpet, tile, gravel, grass, dirt, all possible. Inspecting job sites, making presentations, communicating with coworkers.
WALKING	Frequency: Duration: Surfaces: Associated Tasks:	Less than ½ hour to 1 hour. Seconds to less than 5 minutes at a time. Carpet, tile, gravel, grass, dirt, all possible. To and from construction sites, offices.
SITTING	Frequency: Duration: Surfaces: Associated Tasks:	6 to 7 hours. Less than ½ hour to 1 hour at a time. Cushioned vehicle or office chair. Utilizing computer, telephone, communicating with coworkers, office tasks, as needed driving in conjunction with maneuvering a steering wheel, utilizing foot pedals.
KNEELING/ CROUCHING/ SQUATTING	Frequency: Duration: Surfaces: Associated Tasks:	Less than 2 times. Seconds at a time. Tile, carpet. Retrieving or setting items on and off lower areas including shelves.
CRAWLING	Frequency: Duration: Surfaces: Associated Tasks:	Not a job requirement.
LAYING ON BACK/STOMACH	Frequency: Duration: Surfaces: Associated Tasks:	Not a job requirement.
CLIMBING/ BALANCING	Frequency: Duration: Surfaces: Associated Tasks:	Less than 10 times. Seconds at a time. Stair steps. Ascending or descending stair steps to access 2 nd floor.

BENDING		
• Waist:	Frequency: Duration: Associated Tasks:	Alternated with squatting, employee preference.
• Head/Neck:	Frequency: Duration: Associated Tasks:	2 to 3 hours. Seconds at a time. Aiding visually, reading, writing, normal body mechanics.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 3 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less than 5 minutes at a time. Handling paperwork, office supplies, driving, normal body mechanics.

TWISTING/ROTATING		
• Waist:	Frequency: Duration: Associated Tasks:	Less than ½ hour. Seconds at a time. The employee may twist at the waist while driving. The motion is center to the right back to center or center to the left back to center less than 10 degrees.
• Head/Neck:	Frequency: Duration: Associated Tasks:	Less than 1 hour. Seconds at a time. Aiding visually, normal body mechanics, driving. The motion is from center to the right back to center or center to the left back to center up to 35-degrees.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Not a job requirement.

UPPER EXTREMITY USE:	Dominant Hand: [indicate LEFT or RIGHT]
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REACHING		
<ul style="list-style-type: none"> • Primary Reach Zone: (elbows bent at waist level, hands in forward extension) 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	1 ½ to 2 ½ hours. Less than 1 hour. Less than ½ hour. Less than 1 to 1 ½ hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard and pointing device to enter and retrieve data.
<ul style="list-style-type: none"> • Above Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • Between Waist and Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 4 hours. Less than 1 hour. Less than 1 hour. 2 to 3 hours. Seconds to less ½ hour at a time. Handling office supplies, paperwork, telephone, radio, driving in conjunction with maneuvering a steering wheel.
<ul style="list-style-type: none"> • Below Waist Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Alternated with squatting.
PUSHING/ PULLING	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Less than 10 times. Less than 10 times. Alternated with dominant hand. Alternated with dominant hand. Seconds at a time. Opening or closing file cabinet drawers. Unilateral or bilateral hand use.

LIFTING/CARRYING		
<ul style="list-style-type: none"> • 0 to 10 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Writing utensil, paperwork, office supplies. 3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. 0 to less than 50 feet. Ground to shoulder level. Utilizing a writing utensil, handling paperwork, files, handling office supplies, radio.
<ul style="list-style-type: none"> • 11 to 25 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 26 to 50 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 51 to 75 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 75 to 100 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 100+ lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.

HAND DEMANDS		
<ul style="list-style-type: none"> • Simple Grasping 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 3 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork.
<ul style="list-style-type: none"> • Power Grasping 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • Fine Manipulation 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 ½ to 3 ½ hours. Less than 1 to 2 hours. Less than ½ hour. 1 to 2 hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, pointing device, writing utensil, pressing telephone buttons to make outgoing calls.

SPECIAL ENVIRONMENT	<ul style="list-style-type: none"> • Indoors, office setting; climate controlled • Outdoors, all weather conditions
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MACHINES/TOOLS	<ul style="list-style-type: none"> • District vehicle • Mouse 	<ul style="list-style-type: none"> • Golf cart • Writing utensil 	<ul style="list-style-type: none"> • Computer keyboard • Fax machine 	<ul style="list-style-type: none"> • Monitor • Copy machine
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ADDITIONAL REQUIREMENTS:

The employee, as needed when visiting construction/field sites and depending on the exposure, is required to wear foot, eye, hearing, and head protection.

Note: The following are not physical requirements of this job: crawling, laying on back/stomach, twisting wrists, reaching above shoulder level, power grasping.

EMPLOYER COMMENTS:	
This Job Analysis accurately represents the duties of a Field Operations Superintendent to the best of my knowledge.	
EMPLOYER CONTACT NAME:	
EMPLOYER SIGNATURE:	DATE:

EMPLOYEE COMMENTS:	
This Job Analysis accurately represents the duties of a Field Operations Superintendent to the best of my knowledge. I understand that I cannot add hours to the physical demands breakdown if the total would then be greater than the number of hours in an average workday.	
EMPLOYEE NAME:	
EMPLOYEE SIGNATURE:	DATE: