



Resolution: 020926-F

Job Title: Field Services Supervisor

Department/Division: Water Division

Reports To: Operations Manager

Direct Reports: Field Service Technicians & Field Services Crew Leader

Salary Class/Salary Grade: Classified/Grade

Employment Status/FLSA: Full-time Regular/Non-exempt

GENERAL DESCRIPTION:

This position directs field crews engaged in the maintenance and operation of the water distribution system in and around the City of Alabaster, Alabama, including the maintenance and repair of water mains, valves and hydrants, pumping equipment, and buildings and grounds. This position is responsible for ensuring the adequacy of water supply and efficiency of distribution by prioritizing and assigning Alabaster Water Board staff and resources to complete work based on the highest need. Work is performed with considerable independence under the general direction of the Operations Manager, and is reviewed through on-site inspections, conferences, and evaluation of results.

ESSENTIAL JOB DUTIES:

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

- Supervises employees in the maintenance and operation of a water distribution system
- Collects, prioritizes, and assigns work orders to Crew Leaders and Field Service Technicians for the performance of daily operations
- Prepares performance evaluations for the work crews with assistance from the Operations and Technology Manager
- Inspects damaged water mains, oversees that underground utilities are located before digging, and prepares proper documentation for both
- Supervises and participates in installation and repairs of water mains, service lines, meters, hydrants, valves, fittings, pumps, and yard and pavement restoration
- Supervises and participates in the tapping of water mains, boring of driveways and roads, and locates valves, mains, and records on map

- Monitors inventory levels and assists Operations and Technology Manager with requisitioning supplies and materials required for the maintenance of the water system
- Assists with development of budget as needed by performing research and obtaining quotes for equipment and services
- Coordinates weekly vehicle inspections and timely preventive maintenance of the Company vehicles and heavy equipment
- Supervises the maintenance and upkeep of all Board facilities including right-of-way and buildings and grounds maintenance
- Prepares records as needed by the Operations and Technology Manager
- Assures subordinate employees adherence to the Water Board's Safety Program
- Trains and mentors subordinate employees
- Regular & predictable attendance is a required essential function of the position based on department established work schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of materials, equipment, processes, and techniques used in the operation and maintenance of water systems
- Considerable knowledge of general management practices and procedures
- Ability to plan, lay out, supervise, and coordinate distribution maintenance projects
- Ability to efficiently organize, prioritize, direct, and coordinate the activities of work crews
- Ability to operate and train subordinate employees on the efficient and safe operations of required equipment, including, but not limited to, backhoes, tractors, mini excavators, dump trucks and other heavy equipment as needed
- Ability to communicate clearly and concisely orally and in writing
- Ability to establish and maintain effective working relationships with subordinates
- Ability to establish and maintain effective relationships with customers, contractors, and vendors, representing Alabaster Water Board in a professional manner
- Ability to recognize and develop potential through coaching, mentoring, rewarding, and guiding employees

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Five (5) years' experience in the maintenance and repair of a water system, at least one year of which must have been in a supervisory capacity. An equivalent combination of experience, education and training may be acceptable
- A Grade II Water Certification from the Alabama Department of Environmental Management (ADEM)
- Must possess and maintain a valid driver's license and/or a Class A Commercial Drivers' License (CDL), or the ability to obtain a Class A CDL within 90 days of accepting the position
- Must be able to speak, read and write English

The work requires physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, digging, climbing in and out of trenches, or similar activities; recurring lifting of moderately heavy items such as 50-pound couplings, chop saws, and other large power tools. Work is completed outside in all safe weather elements.

This position requires lifting: Up to 50 pounds

This position has the following special vision requirements: Ability to read information both in print and electronically.
ENVIRONMENTAL WORKING CONDITIONS: The following physical conditions and hazards may be encountered while working in this position: weather, uneven surfaces

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Immediate Supervisor

Date

Department Head

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.

Employee

Date