

**COOPER CITY, FLORIDA  
CLASS DESCRIPTION**

**CLASSIFICATION TITLE: FIELD OPERATIONS SUPERVISOR**

**GENERAL DESCRIPTION OF DUTIES**

Highly responsible ~~managerial~~supervisory and technical work in supervising the field operation, maintenance, repairs and construction activities of the City's water distribution, wastewater collection and transmission systems, including lift stations, and the City's storm water management systems.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, assigns, and supervises the work of semi-skilled and skilled work crews engaged in construction, installation, repair and maintenance of water and sewer lines, service connections, water meters, valves and appurtenances.
- Inspects work for progress and for conformance to established standards; advises field crews in techniques and practices.
- Reviews crew reports. Reviews and approves requests for materials, supplies and tools.
- Applies improved work procedures to assure safety and efficiency of operations; reports unusual problems and suggests remedial solutions.
- Assists in developing plans for maintenance/repair work. Assists with the budget preparations.
- Reviews plans, diagrams, and related documentation for water and sewer and related work for conformance to adapted standards and established engineering principles.
- Inspects construction for outside contractors to insure compliance with the engineering plans and specifications. Supervises field-testing of water and sewer lines.
- Performs line locate and related functions, including but not limited to field work, documenting and reporting.
- Prepares performance evaluation of subordinate employees and recommends disciplinary actions.
- Must be willing to respond to emergencies after hours, weekends and including declared disasters.
- Performs related duties as directed.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the materials, methods, practices and equipment used in the construction, maintenance and repair of water distribution and wastewater collection systems.

## FIELD OPERATIONS SUPERVISOR

- Knowledge of the principles and practices of civil engineering as applied to water and wastewater line construction, maintenance and repair.
- Ability to plan, lay out and supervise the work of subordinate foreman and other skilled and semi-skilled workers.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment. Ability to deal effectively and courteously with City officials and the general public.
- Ability to communicate effectively with engineers and contractors.
- Ability to estimate amounts of materials and equipment required for future operations.
- Ability to supervise the maintenance of records and to prepare activity reports.

### EDUCATION & EXPERIENCE

Graduation from high school or possession of an acceptable equivalency diploma. An Associate's in Arts degree is preferred. ~~Five~~ (10.5) years progressively responsible experience in water and wastewater field construction, operation, and maintenance, including at least ~~five~~ three ~~(5)~~ (53) years experience in a supervisory capacity; or an equivalent combination of education, training, and experience. Must have State of Florida Water Distribution System Operator 2 License and obtain State of Florida Water Distribution System Operator 1 License within one (1) year from the date of hire. ~~Must be on call some weekends and evenings and be available for emergencies.~~

### PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary work, but which may involve some lifting, carrying, pushing and/or pulling objects and materials of light weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with some exposure to disagreeable environmental factors such as heat, humidity, and rain.

#### **Acknowledgement:**

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **FIELD OPERATIONS SUPERVISOR**

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City Commission Approved: \_\_\_\_\_