

# Field Operations Superintendent-UTIL



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

## JOB SUMMARY

Highly responsible managerial and technical work ~~in~~ supervising field operations, maintenance, improvement, repair, and environmental compliance activities associated with the City's water, wastewater, and stormwater infrastructure. Work is ~~mostly~~ mainly performed independently. -Reports to the Assistant Utilities Director or Utilities Director's designee.

## ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

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.

- Ensures that all activities of the City's water, wastewater, and stormwater infrastructures ~~is~~ are operated and maintained in order to provide constant and reliable services to the City's residents, and maintain compliance with all pertinent regulations.
- Plans, organizes, assigns, and supervises the work of supervisors and subordinate work crews engaged in the construction, installation, repair, and maintenance of water, wastewater and stormwater infrastructure, lift stations, service connections, water meters, valves, appurtenances, wells, etc.
- Inspects work for progress and ~~for~~ conformance to established standards; provides technical support and guidance for staff under charge.
- Reviews plans, diagrams, and related documentation for conformance to adapted standards and established environmental compliance principles.
- Applies improved work procedures to assure safety and efficiency of operations; reports unusual problems and suggests remedial solutions.
- Assists in developing plans and specifications for maintenance and repair work. -Generates and manages work orders.
- Ensures maintenance of accurate records including, completion of GIS maps and critical ~~data~~ basedatabase.
- Participates in applicant reviews, interviews, and makes hiring recommendations.
- Develops and implements effective delivery of new worker orientation; ensures proper training and instructions to trainee staff.
- Conducts and supervises annual performance reviews and recommends disciplinary actions in compliance with the City's policies and labor union contract.
- Compiles required information and data for procurement; manages procurement and assists in preparing agenda items.

- Supervises contractors, where required.
- Develops operating and capital budgets in coordination with the Assistant Utilities Director or Utilities Director's designee; tracks expenses.
- Responds to customers and assists with facilities tours.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

## QUALIFICATIONS

### Education and Experience:

~~High school diploma or equivalent. High school graduation or possession of an acceptable equivalency diploma.~~ Ten (10) years of progressively responsible experience in utilities or public works operations, including at least five (5) years of experience in a supervisory capacity, or an equivalent combination of education, training, and experience. An Associate's Degree is highly desirable. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire. ~~Must have a valid State of Florida driver's license with good driving record.~~

### Licenses or Certifications:

Must possess, at a minimum, a State of Florida Class III Water Distribution Operator's license. Wastewater collection certification from FWPCOA or equivalent is highly desirable.

### Special Requirements:

Performs or supervises line locates and related functions, including but not limited to fieldwork, documenting, and reporting.

### Knowledge, Skills, and Abilities:

- Knowledge of the materials, methods, practices, and equipment used in the operations, maintenance, and repair of utilities infrastructure.
- Knowledge of regulatory standards and compliance principles applicable to municipal water, wastewater, and stormwater.
- Knowledge of general math principles applicable in field operations.
- Knowledge of the City's procurement procedures.
- Knowledge of the City's personnel policies and labor union contract.
- Ability to plan, assign, coordinate, and supervise the work of subordinate crew.
- 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 in both oral and written formats.
- Ability to estimate amounts of materials and equipment required for future operations.
- Ability to supervise the maintenance of records and to prepare activity reports.

### **PHYSICAL/MENTAL DEMANDS**

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another ~~in performance of~~ to perform essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light moderate to heavy weight 50 pounds or more.

### **WORKING CONDITIONS**

Tasks are ~~mostly~~ primarily performed in the outside environment with regular visits to the treatment plants, storage tanks, lift stations, and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, ~~and~~ poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.