



Fair Oaks Water District Job Description

POSITION TITLE: Field Supervisor
DEPARTMENT: Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Maintenance Supervisor
DIRECTLY SUPERVISES: Distribution System Operator
Job Description Date: January 1, 2009
Annual Salary Range: \$51,200 to \$62,000

GENERAL STATEMENT OF JOB:

Under general supervision of the Maintenance Supervisor, supervises the work of a crew engaged in maintenance and construction activities; installs water mains, meters and related water distribution facilities; drives and operates vehicles and equipment and any other related duties that may be required.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Supervises and instructs a crew engaged in construction and maintenance activities; organizes daily work load; assigns duties to work crew; monitors project safety; advises Maintenance Supervisor of job progress on a daily basis and prepares and submits a weekly written status report.
2. Performs routine and specialized work in the maintenance and repair of water distribution facilities and appurtenances.
3. Investigates leaks and determines if they originate from private or public facilities; repairs leaks on District water facilities, services and valves, responds to customer complaints such as water waste, low pressure and water quality.
4. Drives a truck, forklift or other light equipment, may operate a dump truck or heavy equipment.
5. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
6. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
7. Locates and marks water services, valves and mains as required; locates and marks water mains, services and valves as requested by Underground Service Alert; may mark areas where District crews will be excavating.

8. Reads water meters and records data; documents needs for testing or repairs; may replace or make minor repairs to water meter assemblies. Calibrates meters as required.
9. Maintains and submits records of materials used on jobs as required; updates location cards when necessary; makes reports and completes required paperwork.
10. Prepares inspection report describing results of each inspection; advises supervisor when work does not meet plans and specifications; submits progress report of work completed during month to supervisor.
11. Performs inspections on installed water distribution facilities and appurtenances; may perform and / or document testing of pipeline and may participate in water sampling testing as required; coordinates shut-downs and tie-ins for new constructions.
12. Knowledge of Basic principals used in the design of water systems
13. Knowledge of Water purification and requirements
14. Knowledge of Cross connection control laws and how they apply to the waterworks industry
15. Knowledge of Safety laws, rules and regulations
16. Knowledge of Basics of relative human resource management procedures, practices and laws.
17. Assists in District project planning and contract administration; attends pre-construction meetings; meets with contractors and members of the public.
18. Performs traffic control duties as necessary.
19. Checks assigned vehicle on a daily basis to ensure safe and dependable operation. May perform minor repairs to vehicles and equipment.
20. Stocks vehicle to ensure materials are on hand for each job; maintains a truck tool inventory.
21. Performs "on call" duties during off-hours of operation as needed.
22. May work overtime as required and approved with additional compensation
23. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

MINIMUM TRAINING AND EXPERIENCE:

- Four years of experience in general pipeline and related construction.
- Graduation from high school or equivalent
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

SPECIAL CERTIFICATES:

- California Distribution Operator Grade II
- California Water Treatment Plant Operator Grade II
- Valid California Driver's License Class B or higher.

PHYSICAL REQUIREMENTS:

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools.
- Travel regularly by vehicle for District related duties and activities
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.

- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Differentiate between and perceive color, sound, smell, taste, texture and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.
- Ability to hear low tones or directions over loud noises.

ENVIRONMENTAL ADAPTABILITY:

- Work both indoors and outdoors, during all types of weather.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print): _____

Signature: _____

Date: _____

Supervisor Name (Please Print): _____

Signature: _____

Date: _____

General Manager: Tom R. Gray

Signature:

Date:
