

## FIELD SERVICES AND SYSTEM COORDINATOR

### **DEFINITION**

Under general supervision of the Director of Operations, the Field Services and System Coordinator provides administrative support to the Director of Operations, and performs a variety of responsible field work relative to the operations and maintenance of water and wastewater systems; and performs other related duties as required.

### **CLASS CHARACTERISTICS**

This is a single position class. The incumbent performs responsible administrative work for the Director of Operations, and performs a variety of skilled field tasks, including hands on operations and maintenance work. Work is performed with a high degree of independent judgment and action. The incumbent routinely reports to other Supervisors within the department, and performs duties as directed. Incumbent is subject to being assigned after hour standby duty assignments, and other irregular hours.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Director of Operations
Exercised supervision over:	no supervisory responsibility

### **ESSENTIAL DUTIES** (*Duties may include, but are not limited to, the following*):

Provide administrative support, including preparing purchase requisitions, maintaining files and records, and preparing reports; coordinates maintenance inspections and performs inspections, and attends internal meetings.

Collect water loss data and prepares water loss and water audit reports.

Collect water and wastewater samples at various locations, coordinates delivery and shipment of samples sent out for analysis.

Inspects stream intakes, water production, treatment and storage facilities, and wastewater collection, transmission, and treatment facilities.

Performs maintenance on equipment, facilities and grounds, and prepares reports.

Calculates production, storage, treatment and quality values; maintains records and prepares reports on production, storage, treatment, and maintenance activities.

May be assigned to the Field Services Supervisor and/or the Water Treatment and System Supervisor to assist in the maintenance, repair and operations of water distribution and treatment systems, including meter reading; may respond to system alarms during standby duty assignment and weekends.

Performs construction project inspections as directed; inspects contractors work to ensure compliance with plans and specifications; complete daily inspection records.

Locate district facilities; researches maps and conducts field searches to locate lines, mains, and other underground facilities. Uses blueprints, pipe locator, leak detector and other electronic test equipment to locate water mains and leaks.

Receives, inspects and stores parts and materials; inventories stores, order parts and materials; maintain records; prepare reports.

Coordinates, schedules and reviews facility construction, and maintenance projects;

May assist in the operations and maintenance of water treatment and distribution system and perform preventive maintenance and semiskilled repairs to water distribution and treatment equipment; may adjust and exercise valves; may inspect, adjust, repair and operate pumps, motors, compressors, generators, ventilation fans, and other equipment; maintain records and log plant activities.

### **QUALIFICATIONS**

#### ***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- Modern office technology, equipment, methods, and techniques;
- Filing system and tracking system;
- Records and computerize maintenance management programs;
- Use of computers and software
- General office procedures
- Basic mathematics including addition, subtraction, multiplication, and division;
- Hand and power tools and equipment commonly used in the water industry;
- Safety problems and procedures;
- Principles and applicable state requirements relative to water treatment plant operations and water distribution systems;
- Principles and practices of water treatment and disinfection;
- Basic plumbing and hydraulics;
- Methods and techniques in the maintenance and repair of wells, storage tanks, pumps, valves, pipes, bearings, controls, and related equipment.

***ABILITY TO:***

- Prepare and maintain accurate records, reports, budgets, and logs in accordance with work requirements
- Create and maintain accurate records, files, and databases;
- Operate of variety of light maintenance equipment;
- Use basic hand tools to perform minor repair and maintenance tasks;
- Apply appropriate precautions and safety procedures;
- Perform basic mathematical computations;
- Understand and carry out oral and written instructions;
- Establish and maintain cooperative working relationships with employees, supervisors, customers, and the public;
- Understand water treatment plant and distribution system operations, maintenance, and equipment;
- Provide clear verbal communications and prepare technical reports and memoranda in a well constructed and concise manner;
- Work independently;
- Conduct water and wastewater sampling;
- Use standard office software and learn to use proprietary programs;

***PHYSICAL AND SENSORY REQUIREMENTS***

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Manual dexterity to write legibly and to use calculators, computers terminals, and other general office machines;
- Sufficient strength to perform manual labor such as digging, shoveling, sweeping;
- Manual dexterity to use hand and power tools;
- Ability to reach, bend, stoop, or crouch to perform work;
- Ability to lift and carry up to forty (40) pounds of equipment and/or material on a regular basis and one hundred (100) pounds on occasional basis;
- Ability to operate equipment and trucks;
- Ability to travel to different sites and locations;
- Ability to routinely walk and stand on uneven and slippery surfaces;
- Exposure to outdoors, including inclement weather and high noise levels.

***TRAINING AND EXPERIENCE GUIDELINES***

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

***EDUCATION:*** High school graduation or equivalent is desirable.

***EXPERIENCE:*** Two (2) years of experience as a Field Service Worker I/II or comparable experience in potable water systems performing construction and/or mechanical repair work.

***CERTIFICATIONS, LICENSES, AND REGISTRATIONS***

A valid California Class C Driver's License must be maintained at all times.

Possession and continued maintenance of a State of California Department of Public Health Water Treatment Certificate Grade T1 and Water Distribution System Certificate Grade D1.