



FIELD SERVICES SUPERVISOR

Salary Range: \$5,887 - \$7,890 monthly

DEFINITION

Under direction of the Deputy Director of Operations, the Field Services Supervisor performs responsible supervisory and administrative work; ensures the proper installation, maintenance, repair and replacement of water transmission and distribution system and wastewater collection and transmission system, facilities and appurtenances; and performs other related duties as required.

CLASS CHARACTERISTICS

This is a single position class in the Field Services series. The incumbent supervises a crew that installs, maintains, repairs and replaces components of the water transmission and distribution system and the wastewater collection and transmission system, performs meter reading and field customer service activities and constructs and maintains District facilities. The incumbent prioritizes and assigns tasks, and monitors quality and quantity of work. The primary function of the position is the planning and supervision of fieldwork. Incumbent is subject to being assigned after hour, standby duty assignments, and other irregular hours.

SUPERVISION RECEIVED AND EXERCISED

Supervised by:	Deputy Director of Operations
Exercises supervision over:	Field Services Workers I/II Senior Field Services Worker

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

Prioritizes, plans, organizes, and schedules multiple installation, maintenance and repair projects including installing, repairing, maintaining and cleaning sewer mains and laterals, water mains, hydrants, valves and services, repairing curbs, streets and gutters, and operating construction and related equipment; reviews blueprints and service orders; estimates labor, material and equipment requirements; orders supplies, materials and

parts; coordinates with outside contractors; determines procedures, processes and orients crew.

Coordinates, schedules and reviews facility construction, maintenance and remodeling projects.

Coordinates construction, inspection, repair and maintenance of water storage tanks; coordinates grounds maintenance.

Assigns and trains field staff at multiple field sites; responds to emergency line breaks and leaks, locates leaks and advised staff on repair or replacement requirements; may participate in work; inspects finished job.

Makes recommendations on selection of staff; supervises and evaluates employees; coaches and counsels employees, trains and orients staff; ensures safe working practices and conditions; conducts staff meetings and training sessions.

Evaluates service orders and repairs and recommends major replacement projects; estimates annual staff, equipment, and material needs; maintains documentation for tracking job costs and expenditures; prepares correspondence and reports.

May assist in the operation and maintenance of water distribution systems and perform preventive maintenance and semiskilled repairs to water distribution 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.

Meets with customers to explain projects and repairs, obtain information regarding leaks and problems and addresses service issues; locates and marks location of underground lines and mains.

May be assigned as designated Water Distribution System Shift Operator.

May be required to supervise Operations Department.

When assigned to standby duty assignment, may respond to customer service calls, SCADA computer alarms, and monitor and operate water and wastewater systems.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Principles and practices of supervision and training;
- Reading blue prints and estimating job requirements;
- Purposes and safe use of various hand and power tools and equipment employed in basic repair and maintenance work;

- Principles, methods and tools employed in the installation, repair and maintenance of water mains and meter;
- Safe working practices necessary in working with hazardous materials and chemicals, heavy equipment, trenches and enclosed areas;
- Plumbing and hydraulics;
- Principles and practices of water treatment and disinfection;
- Principles and applicable state requirements relative to water treatment plant operations and water distribution systems.

ABILITY TO:

- Supervise, train and evaluate staff;
- Supervise, plan and lay out a work program, including estimating cost;
- Prioritize workload; organize work to meet deadlines;
- Read and interpret blueprints and diagrams;
- Use leak detection equipment;
- Operate a variety of equipment;
- Apply appropriate safety precautions and procedures;
- Understand and carry out oral and written instructions;
- Perform call back work as assigned;
- Understand water treatment plant operations and equipment;
- Provide clear verbal communications and prepare technical reports and memoranda in a well constructed and concise manner;
- Establish and maintain positive, cooperative working relationships with assigned staff, other District staff, vendors, customers, contractors, and emergency response agencies.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine plans and standard text and data;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines; and occasionally hand and power tools;
- Ability to lift and carry up to forty (40) pounds of equipment and/or materials on a regular basis and one hundred (100) pounds on an occasional basis;
- Ability to reach, bend, stoop or crouch to perform work;
- Ability to lift and carry up to forty (40) pounds of equipment and/or materials on a regular basis and one hundred (100) pounds on an occasional basis;
- Ability to operate mechanical equipment and trucks;
- Ability to travel to different sites and locations;
- 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: Four (4) years experience as a Field Services Worker II or comparable experience in the installation, maintenance and repair of potable water systems. Experience in a lead capacity is highly desirable.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times.

Possession of and continued maintenance of a State of California, Department of Health Services Water Treatment Certificate Grade T1 and Water Distribution System Certificate Grade D3.

APPLICATION REQUIREMENTS

A letter of interest, a District application form and a copy of your resume are required. Applications may be found on the District website and must be submitted prior to the closing date.

Supplemental requirements:

- Please describe your supervisory experience.
- Please describe your experience working with a water distribution system.
- Please describe your planning and scheduling experience.
- Please describe your experience with facility maintenance.

CLOSING DATE:

Friday, April 21, 2017 at 5:00 P.M. your letter of interest, District application, supplemental questions and resume must be received for consideration.

Address to:

District Secretary
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

APPLICATION FOR EMPLOYMENT



SAN LORENZO VALLEY WATER DISTRICT
13060 HIGHWAY 9, BOULDER CREEK CA 95006-9119
PHONE:(831)430-4636 FAX:(831)338-7986 WWW.SLVWD.COM

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, creed, sex, national origin, marital status, age, physical or mental disability, medical condition or sexual orientation.

(PLEASE PRINT OR TYPE)

Title of Position Applied For:	Date of Application:
--------------------------------	----------------------

PERSONAL INFORMATION:

Last Name:	First Name:	Middle Name:		
Address:	Street:	City:	State:	Zip:
Telephone Number(s):	Day:	Evening:	Messages:	

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1) Do you need reasonable accommodations to take an interview or written test? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Are you a US Citizen or are you legally authorized to work in the US? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) If employed and you are under age 18, can you furnish a work permit? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) May we contact your present employer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) May we contact your former employers? | <input type="checkbox"/> | <input type="checkbox"/> |

EDUCATION AND TRAINING

Did you graduate from High School? If not, do you possess a GED or equivalent? If not enter grade completed:

YES NO

YES NO

LIST BELOW UNIVERSITY OR COLLEGE NAME AND LOCATION, BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOLS: *(List most recent first.)*

NAME/LOCATION	COURSE OF STUDY	UNITS COMPLETED	DIPLOMA/DEGREE OR CERTIFICATE

LIST BELOW ANY LICENSES AND CERTIFICATES OF PROFESSIONAL OR VOCATIONAL COMPETENCE, OR MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS: *(You may exclude memberships which would reveal race, color, religion, creed, sex, national origin, marital status, age, physical or mental disability, medical condition or understand that I am required to abide by all rules*

SUMMARIZE BELOW SPECIAL JOB RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE:

Have you ever had any training in the US military which is related to the job for which you are applying?

If yes, please describe:

EMPLOYMENT HISTORY

Describe your work experience in detail, beginning with your current or most recent job. Use a separate block to describe each position. Include military service (indicate rank) and job-related volunteer work, if applicable. Indicate number of employees supervised. Provide an explanation of any gaps in employment. If needed, attach additional sheets, using the same format as on the application. Resumes are acceptable for the description of duties and responsibilities only. All other information in this section must be completed.

Name of Present or Last Employer: _____		
Address: _____	Phone Number: _____	
Job Title: _____	Supervisor's Name: _____	
From: _____ Month Day Year	To: _____ Month Day Year	Hours Per Week: _____
Duties/Responsibilities: _____		
Reason For Leaving: _____		

Name of Employer: _____		
Address: _____	Phone Number: _____	
Job Title: _____	Supervisor's Name: _____	
From: _____ Month Day Year	To: _____ Month Day Year	Hours Per Week: _____
Duties/Responsibilities: _____		
Reason For Leaving: _____		

Name of Employer: _____		
Address: _____	Phone Number: _____	
Job Title: _____	Supervisor's Name: _____	
From: _____ Month Day Year	To: _____ Month Day Year	Hours Per Week: _____
Duties/Responsibilities: _____		
Reason For Leaving: _____		

REFERENCES

Please list at least three references of individuals who have knowledge of your work experience: *(do not include relatives)*

NAME	ADDRESS	PHONE NUMBER

APPLICANT'S STATEMENT

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. If requested, I can and will supply documentation which will confirm the entries made on this application are true and correct. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and hereby acknowledge that any employment relationship with the San Lorenzo Valley Water District is "employment at will", which means that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I understand that this "employment at will" relationship can not be changed verbally or in writing, unless such change is specifically authorized in writing by the District Manager of the San Lorenzo Valley Water District. I also understand that this application is not a contract of employment. I also understand that I am required to abide by all rules and regulations of the San Lorenzo Valley Water District.

Signature of Applicant

Date