



JOB DESCRIPTION

JOB TITLE: Field Services Superintendent

FLSA: Non-exempt

DEPARTMENT: Utilities

GRADE: M2

REPORTS TO: Utilities Director

DATE: 01/17/2019

SUMMARY OF JOB PURPOSE:

Under general direction, manages, coordinates and directs the Utility Department's field support services. These include the Department's construction and inspection programs, capital projects, repair and maintenance functions for water and wastewater systems, and electrical, instrumentation and controls functions. This position will provide oversight and expertise on difficult, complex and/or sensitive issues.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; provides training and reviews work of assigned staff; prepares employee performance evaluations; participates in the interview and hiring process; organizes and assigns work, sets priorities, and follows-up to ensure completion of assigned work; ensures proper safety precautions are followed.
- Lends expertise to department in field support service areas; performs the work of technicians in those areas; troubleshoots problems; provides hands-on guidance and assistance.
- Oversees and performs inspections of newly constructed subdivision infrastructure; performs on-site inspections for capital improvement projects; reviews permits and plans for code compliance.
- Reviews and analyzes data to maximize operational efficiency and regulatory compliance; proposes and implements process changes; prepares and submits regulatory reports.
- Monitors and interprets regulations and industry advancements.
- Oversees and manages cross-connection control protocols, FOG programs and business license inspections.
- Serves as the owner's point of contact on large projects; performs plan review to ensure compliance with contract specifications and applicable codes and standards; schedules projects.
- Performs administrative functions associated with leading a public utilities work group. These include maintaining accurate records; ordering parts, supplies and equipment; preparing written reports and correspondence; and developing processes, policy and procedures.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



FIELD SERVICES SUPERINTENDENT

- Communicates productively and facilitates cooperative working relationships with Utilities Department employees, other County departments, and other internal and external stakeholders; makes presentations before various boards, committees, regulatory and community groups.
- Serves as the technical liaison to the development community and an inspector-in-charge of construction and repair projects.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Two (2) years of college-level coursework in the physical or environmental sciences, engineering or a related field; AND four (4) years of experience in development services and construction industry; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Employee supervision including selection, review and evaluation, motivation, training and discipline.
- Program development, and goal setting.
- Construction methods, materials, practices, specifications and equipment.
- Practices and principals of surveying, materials testing and plan review.
- Systems, technology, and equipment used for water production and distribution.
- Systems, technology, and equipment used for wastewater collection, treatment and reuse.
- Laboratory sampling, testing and results evaluation.
- Budget development and administration.
- Applicable laws, codes and regulations.
- Methods and precautions in storing and handling hazardous chemicals.
- Software applications and programs related to utilities operations.

Skill in:

- Using initiative and independent judgment within general policy guidelines.
- Identifying and resolving operational, technical and procedural problems.
- Recognizing unusual, inefficient or dangerous operating conditions.
- Setting priorities, coordinating multiple activities and meeting critical deadlines.



FIELD SERVICES SUPERINTENDENT

Skill in (continued):

- Developing and implementing goals, objectives, policies, procedures, budgets and capital improvement plans.
- Developing and managing capital improvement plans and budgets.
- Establishing and maintaining effective working relationships
- Overseeing a broad-based plant operations, maintenance and repair program.
- Reading and interpreting specifications, plans, and contracts.
- Interpreting, applying and explaining complex policies, codes and regulations.
- Construction and repair project management.
- Construction inspection and plan review.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Classification	Minimum Requirements
Field Services Superintendent	Valid Nevada Driver's License. Within 15 days of employment: <ul style="list-style-type: none">• OSHA 30 certificate.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical shop or related maintenance setting, including operating typical trade equipment, hand and power tools and standard office equipment, and to drive a motor vehicle to various work sites; stamina to stand, walk and climb and to work in confined, heights exceeding 10 feet or awkward spaces for an extended period of time; strength to lift and maneuver materials and equipment weighing up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to extreme weather conditions, sewage, hazardous chemicals, electrical currents, gases, dust and noxious odors. Work is subject to performance in wastewater and water facilities.