

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** April 14, 2016

**POSITION TITLE:** **FIELD SERVICES SUPERVISOR - FACILITIES**

**GRADE LEVEL:** C

**SUPERVISOR TITLE:** Field Services Manager

**FLSA STATUS:**  Exempt  Non-Exempt

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**





Under direction to implement, supervise and coordinate the activities of the Field Services Facilities Department including the repairs and maintenance of the District's facilities and GIS information on meter locations, the AMR Fixed Network.

**CLASS CHARACTERISTICS**

This is a full first-line supervisory classification with responsibility for organizing and assigning duties, evaluating results, conducting performance appraisals and recommending personnel actions such as hiring, promotion, discipline, and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level typically report to the field services manager.








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

-  Implement, supervise and coordinate a wide range of field services duties; and achieve assigned goals and objectives; recommend necessary resources, staffing organizational structure and strategies
-  Conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline and termination
-  Recommend, implement and ensure compliance with operational policies and procedures
-  Develop and monitor the department sections budget; participate in monitoring appropriations and expenditures for equipment, materials, and staffing
-  Provide staff assistance to higher level management staff; investigate and prepare recommendations related to operational and administrative issues
-  Respond to and resolve difficult and complex citizen inquiries and complaints
-  Plan, schedule, and maintain maintenance on facilities and communication of









- status to Field Services Manager
-  Supervise, direct, and guide on-site projects to ensure compliance with District and other regulatory agency safety standards and requirements
-  Review and evaluate work methods, procedures, and services; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency.
-  Supervise the District's maintenance programs within own department
-  Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

-  Practices and principles of District Operations and Maintenance
-  Customer service practices
-  District tools, equipment and materials
-  Water service and distribution
-  Principles of employee supervision including training development and performance evaluation
-  General principles of public administration and management related to the implementation and evaluation of programs, operations and services
-  Applicable laws, codes and regulations

### **Ability to:**

-  Implement and evaluate a full range of facilities maintenance and services
-  Evaluate operational and administrative problems and formulate effective strategies and solutions
-  Select, supervise, train and evaluate assigned staff
-  Interpret and apply laws, codes, regulations, policies and procedures
-  Gain cooperation through discussion and advice
-  Operate a variety of hand tools and power tools
-  Read and understand complex service manuals
-  Diagnose, troubleshoot, and solve mechanical problems

## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** At least three (3) to five (5) years of increasingly responsible journey level experience in operations or maintenance with a public utility (water agency preferred) with extensive supervisory experience.

**Training:** Equivalent to completion of the 12<sup>th</sup> grade supplemented by specialized training in water distribution and facilities. Some college

level course work in Supervision/Management is preferred. Specialized training in the maintenance of District equipment is also preferred.

**Licenses and Certificates:**

- ✎ California Class C Driver's License, required
- ✎ Confined Space Certified, required
- ✎ Grade D3 Water Distribution Certificate – CSDHS, required
- ✎ Grade T2 Water Treatment Certificate - CSDHS, required

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operate a District vehicle in field maintenance work and supervision
- ✎ Pull, push, carry, reach and lift equipment and parts weighing up to 60 lbs
- ✎ Stoop, kneel, crouch, crawl and climb during field maintenance and repair work
- ✎ Extended walking and standing
- ✎ Heavy exertion of energy
- ✎ Communicate verbally with District staff in face-to-face, one-to-one settings
- ✎ Hearing and vision within normal ranges
- ✎ Regularly use a telephone or radio for communication

The essential functions of this position may expose the employee to the following working conditions:

- ✎ Inclement weather
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Potentially dangerous animals and insects (dogs, bees, spiders, snakes)

**OTHER REQUIREMENTS**

- ✎ Willingness to work nights, weekends and overtime, as necessary
- ✎ May be required to serve stand-by duty as assigned by management

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date