

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2022

POSITION TITLE: **FIELD SERVICES MANAGER**

GRADE LEVEL: M32

SUPERVISOR TITLE: Assistant General Manager – Engineering and Operations

FLSA STATUS: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA


DEFINITION

Under the direction of the Division head with minimal supervision, the incumbent plans, implements, manages, and coordinates the activities of the Field Services Construction and Facilities Departments including the District’s in-house construction projects, maintenance of District facilities (properties, structures, pipelines) and related equipment, and fleet management. The Field Services Facilities Department encompasses building and grounds, meter maintenance and repairs, and fleet services work centers.

CLASS CHARACTERISTICS

This is a middle management level classification with responsibility for managing and directing a District department or function. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with other District managers and executives. Responsibilities include organizational, budget and personnel administration for the assigned functional areas of responsibility. Positions at this level report to the assigned division head and direct the efforts of multiple supervisors and other support staff. This job classification is represented by Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit.

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

-  Plan, organize, direct, and manage District construction, facilities maintenance (properties, structures, and pipelines), fleet, meters and related administrative activities including planning, scheduling, and managing maintenance and construction projects.

- ✎ Develops goals and objectives; identifies necessary resources, and recommends appropriate staffing, organizational structures, and strategies.
- ✎ Manages service lateral installation and repair.
- ✎ Manages the District construction valve replacement program.
- ✎ Oversees the maintenance and repairs of District facilities including properties, structures, and pipelines.
- ✎ Manages preventive and corrective maintenance of District's facilities including potable, reclaimed and raw water pipelines and related appurtenances.
- ✎ Oversees the District's fleet department including evaluating purchasing and depleting vehicle needs when required; manages the District's fleet including all pick-ups, vans, SUVs and heavy equipment; monitors monthly fuel consumption and generates monthly reports tracking consumption and fuel costs.
- ✎ Assists as necessary with corrective maintenance and repairs to District's wastewater collection systems and treatment facilities.
- ✎ Supports the District's security system including all cyber locks, camera systems, and alarms.
- ✎ Reviews and evaluates work methods, procedures, services, and products; identifies and recommends evaluation standards and criteria; monitors and assess measures of effectiveness and efficiency.
- ✎ Collaborates with District staff on claims and litigation related to assigned District departments.
- ✎ Participates in the review of proposed legislation and regulations affecting assigned District departments.
- ✎ Recommends, implements and ensures compliance with operational policies and procedures.
- ✎ Participates in hiring, supervising, training and evaluating assigned staff; establishes work standards and expectations; issues performance evaluations; counsels and disciplines employees as needed.
- ✎ Develops and recommends the department's budget; participates in monitoring appropriations and expenditures; allocates required work hours, recommends mid-year adjustments as necessary.
- ✎ Prepares and presents staff reports and related correspondence to Boards, Commissions, and Committees.
- ✎ Responds to and resolves citizen inquiries and complaints.
- ✎ Manages the District's call-out crews.
- ✎ Participates on District safety committee; conducts injury and illness investigations as needed.
- ✎ Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- ✎ Complex principles and practices of public utility construction, meters, building maintenance, and fleet management.
- ✎ Principles of employee supervision including training, development, and performance evaluation.
- ✎ Techniques of public agency budget administration.
- ✎ 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 maintenance and construction services.
- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions.
- ✎ Select, supervise, train, and evaluate assigned staff.
- ✎ Coordinate assigned activities with those of other public agencies and District divisions.
- ✎ Administer assigned department budgets.
- ✎ Interpret and apply laws, codes, regulations, policies and procedures.
- ✎ Gain cooperation through discussion and persuasion.

SELECTION GUIDELINES

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

Experience: A minimum of Five (5) years of increasingly responsible experience in public utilities construction, facilities maintenance, fleet management, meters, and/or a combination thereof is required.
A minimum of three (3) years of relevant supervisory experience with a public water utility or similar organization is required.

Training: Any combination of formal or informal training and education to include graduation or equivalent from high school supplemented by college level courses in management and/or public works construction

Bachelor's degree with major coursework in business management or a related field is desirable, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Licenses and Certificates:

- ✎ Grade D3 Water Distribution Certificate – SWRCB, required
- ✎ Grade T2 Water Treatment Certificate – SWRCB, required
- ✎ Valid Class C California driver's license, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

- ✎ Frequently use office equipment such as a computer, copier and FAX machine.
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending.
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings.
- ✎ Regularly uses a telephone, radio, and/or smart phone for communication.
- ✎ Ability to speak and hear both in person, by telephone, and radio.
- ✎ Vision within normal ranges with or without correction.
- ✎ Regular attendance.

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

- ✎ Work in a temperature controlled office environment with moderate noise.
- ✎ Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards.

OTHER REQUIREMENTS

- ✎ Willingness and ability to work nights and weekends as necessary.

This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act (FLSA). The position will be required to work varying hours, weekends, and holidays as the day-to-day job duties may require.

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