

FIELD SERVICES MANAGER

GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for overseeing the operation, maintenance, inspection, repair, installation and extension of the District's wastewater collection system and its components to ensure the safe and efficient delivery of wastewater to the treatment plant. This position is also responsible for assisting in the maintenance, inspection, repair, installation, and extension of the District's reclaimed water distribution system. The incumbent is guided by policies and assignments received from the General Manager but exercises independent judgment in accomplishing the work and developing new programs and is held accountable for results.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Plans, organizes, assigns, directs, and reviews the work of employees and contractors engaged in operation, maintenance, cleaning, inspection, construction, and repair activities involving gravity lines, manholes, force mains, pump stations, and all appurtenances.
2. Develops and implements the preventive maintenance program for the District's wastewater collection system.
3. Solves operational problems with the District's collection system.
4. Reviews sanitary sewer maintenance and construction work through on-the-job inspections, meetings, and reports.
5. Oversees blue stake services for the District.
6. Plans, organizes, assigns, directs, and reviews the work of employees and contractors engaged in the maintenance, inspection, construction, and repair activities involving the reclaimed water distribution system.
7. Oversees all connections to District's collection system and reclaimed water distribution system to assure compliance with all applicable District requirements and ensure their integrity.
8. Oversees emergency and unscheduled work and appropriate follow-up.
9. Develops and implements safety program.
10. Advises General Manager on future system and procedural improvements that may be necessary to ensure efficient operations.
11. Oversees training activities.
12. Oversees inventory of stored material and spare parts necessary for use in the collection system and reclaimed water distribution system.
13. Evaluates and disciplines subordinates.
14. Represents the District in contacting property owners, contractors, and utility company employees to secure cooperation in sewer maintenance matters.

15. Assists in investigation of property damage complaints.
16. Assists General Manager in preparation of the budget providing input relative to fiscal needs for collection system O & M and reclaimed water distribution system maintenance.
17. Performs other duties as assigned by General Manager.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of wastewater collection systems.
2. Ability to recognize needed repairs.
3. Knowledge of methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of the wastewater collection system, the reclaimed water distribution system, and their components.
4. Knowledge of occupational hazards of sewer maintenance work and safety measures to be implemented.
5. Ability to plan and direct the work of subordinate employees.
6. Ability to deal effectively with people at all levels.
7. Ability to read and interpret engineering specifications and drawings, quarter section maps, and grade stakes.
8. Ability to understand and follow oral and written instructions in the English language.
9. Knowledge of and ability to apply principles of sound management and budget.
10. Knowledge of and ability to apply policies and procedures of the District.

REQUIRED TRAINING AND EXPERIENCE

This position requires a degree in civil or sanitary engineering with seven years experience in the construction, operation, and maintenance of a sanitary sewer collection system including three years in a supervisory capacity. Other combinations of experience and education which provide the knowledge and skills required to perform the job may be considered.

ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment physical and drug test.
2. Must possess a valid AZ driver's license with a good driving record. An AZ CDL is desirable.
3. Must possess a Grade 4 Arizona Department of Environmental Quality Wastewater Collection Certification.