

Field Supervisor, Snowmass Water and Sanitation District

Job Description

The Field Supervisor is responsible for all facets of management of the field operations on behalf of the District, and oversees the daily activities at work sites, including scheduling workers, delivery of equipment and materials, and progress of the project. The Field Supervisor is responsible for supervising and participating in the operation and maintenance of the District's collection and distribution system, training and development of Field personnel, and ensuring that the District complies with all internal policies and procedures, state, local and federal laws and regulations. This position is responsible for working with the appropriate people in order to complete projects within the given budget and timeframe, resolve disputes and arrange any necessary order changes. This individual should be familiar with a variety of the field's concepts, practices, and procedures including interpreting meter and gauge data and regulate PRV flows and pressures; planning, supervising and assisting in the repair and replacement of failed infrastructure; performing emergency trouble work; maintaining time records; determining quantity and type of supplies and equipment required in maintenance work. He/she must rely on experience and judgment to plan and accomplish goals. It is necessary to be able to perform a variety of tasks, lead and direct the work of others, and a wide degree of creativity and latitude is expected. The Field Supervisor is required to carry a District cell phone after normal working hours and must coordinate vacations and time off with the Chief Operator to assure adequate coverage. After hours responsibility includes sharing duties with the Chief Operator and Capital Projects Manager of checking SCADA occasionally; responding to calls from dialer, emergencies, and available to address questions from District personnel. Salary is commensurate with experience.

Supervision Received and Exercised

This individual receives direction from the District Manager, Operations Manager and Capital Replacement Manager and exercises functional and technical supervision over field staff. This individual manages the field operations personnel for the District.

Qualifications

Knowledge of:

- Process and equipment involved in the collection and distribution systems
- Excavating and/or pipe-laying.
- Materials, methods, practices and equipment used in the operation of collection and distribution systems.
- Methods and techniques of reading and interpreting gauges, recording devices and related system monitors.

- Operational and safety regulations pertaining to collection and distribution system operations and vehicle and equipment usage.
- Principles of lead supervision and training.
- Methods and techniques of sample collection and laboratory testing.
- Principles and practices of record keeping and reporting.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State, and local laws, codes and regulations especially the Safe Drinking Water Act and the CDPHE Primary Drinking Water Regulations.
- Fundamental principles, methods and techniques of using SCADA systems, instrumentation; and computer monitoring and data acquisition in collection and distribution system control.
- Collection and distribution systems.
- Appropriate safety precautions and procedures
- Proper methods, materials, tools and equipment used in collection and distribution system repair, maintenance and operation
- Math applicable to collection and distribution system operations

Ability to:

- Provide excellent customer service.
- Coordinate and supervise all field related activities
- Supervise, monitor, check, and assess the quality of the work of all field staff
- Monitor, check, and assess the quality of the data recorded related to field activities
- Understand operational, administrative and accounting practices and procedures involved in successful collection and distribution systems operations
- Prepare reports and maintain operations/equipment logs and records
- Conduct water quality tests as required
- Establish and maintain effective communications and working relationships with employees, contractors, and external consultants
- Report on the activities of all field staff

- Participate in field activities
- Explain and assign the field staff their objectives, tasks, and requirements of their work.
- Arrange any necessary meetings
- Write appropriate reports
- Provide feedback to field staff regarding their work and report any notes or clarifications to management
- Ensure all collection and distribution system operations conform to state, local and federal requirements
- Implement Board policies dealing with field operations
- Plan, develop, and implement organization policies and goals
- If requested, generate monthly field operations reports for review by the District Manager or Board of Directors
- Maintain data for required reports
- Read, write and perform mathematical calculations at the level required for successful job performance
- Assist in the preparation of the annual budget, specifically with regard to capital projects and field operations expense
- Recommend system improvements and expansion of system facilities to District Manager
- Coordinate and direct work with external engineers, contractors and consultants
- Respond to customer complaints and emergency conditions according to adopted procedures
- Evaluate, diagnose, and direct collection and distribution system maintenance, repairs, overhauls and modifications
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work
- Complete work orders according to established procedures and process paperwork and reports in a timely fashion
- Participates as management team member in the selection and hiring process, makes hiring recommendations
- Conducts informational problem solving and dispute resolution sessions
- Perform other required duties as assigned

- Ability to enter and work in confined spaces (such as a tank) to clean and inspect equipment.

Experience/Education Required:

- A high school diploma or its equivalent is required supplemented by three years of experience in the field or a related area.
- Must have at least 5 years of increasingly responsible field experience assisting in the operation of a collection and/or distribution system including three years of administrative and/or lead supervisory experience and/or
- Desirable/preferred experience:
 - Experience in water and wastewater treatment
 - Experience in construction techniques and procedures
 - Any combination of training, education and experience which demonstrates an ability to perform the duties of the position is preferred. The typical qualifying entrance background is installation and water works practice and five years of increasingly responsible experience in the construction of collection and distribution systems.

License or certificate:

- Possession of, or ability to obtain, an appropriate, valid Colorado driver's license. Must have and maintain a good driving record and be insurable under the District's insurance plan.
- Possession of or ability to obtain Level III Collection and Distribution System certificates issued by the State of Colorado.
- Possession of, or ability to obtain, a Class B CDL, is desirable
- Backflow Certification License is desirable

Working Conditions

Environmental Conditions:

The environmental working conditions are primarily outside, yet this employee will also work inside at times. The employee will routinely be exposed to varying weather conditions, fumes, odors, dust and risk of bodily injury, as well as exposure to toxic conditions. This employee will occasionally work in confined spaces or near moving mechanical parts, and the noise level in the work environment is usually moderate to high.

Physical Condition/Abilities:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting and carrying (50 to 75 pounds), strenuous physical abilities are required, standing and walking for extended periods of time; operating motorized equipment and vehicles. Hearing and speaking to exchange information at meetings, in person or on the telephone. Extended periods of time are spent sitting at an office desk and at a computer or stand for prolonged periods of time. Periods of time are also spent in the field in an outside environment. Must be able to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents. Must be able to hear in the normal audio range with or without correction. Work, at times, in an OSHA designated noise environment (over 85 decibels). Incumbents must be able to have the physical dexterity to accomplish the duties. Individual must also be certified to wear a respirator up to half an hour. The Field Supervisor's physical conditions involve, sitting for extended periods, frequently standing and walking, the ability to walk in uneven terrain and on slippery surfaces, normal manual dexterity and eye-hand coordination, the ability to crawl through various areas requiring movement on hands and knees, the ability to climb, stoop, crouch, and kneel, performing sustained physical work, corrected hearing and vision to normal range, verbal communication, operating an automobile, and using hand tools and power equipment.

How to Apply: Please go to SWSD.org/employment and download the Job Application PDF or stop by the office to pick up an application.

Snowmass Water and Sanitation District
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