



CLASSIFICATION NO. 770

Established: 6/05

Revised: 8/20, 7/24

FLSA: Exempt

EEO: 7

FIELD OPERATIONS SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct, and review the work of staff assigned to inspect, maintain, repair, and operate wastewater and stormwater collection system infrastructure and related services; to prioritize activities to ensure compliance with local, state, federal, and regulatory agencies; and to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Clackamas Water Environment Services (WES) produces clean water, protects water quality, and recovers renewable resources. WES provides wastewater services, stormwater management, and environmental education, which protects public health and supports the vitality of communities, natural environment, and economy. WES operates and maintains five resource recovery facilities, 23 pump stations, and more than 360 miles of pipes within Clackamas County.

The Field Operations Supervisor is responsible for supervising staff and planning and managing the operation, maintenance, condition assessment, and inspection of the wastewater collection system which transports wastewater from residences and commercial facilities to the treatment plants and the stormwater collection system and water quality facilities, which capture, convey, and filter stormwater runoff. The incumbent has responsibility for scheduling preventative and corrective maintenance and ensures short-term and long-term planning projects and work orders are completed. The incumbent provides administrative support to ensure compliance with federal and state regulations regarding wastewater collection and stormwater system management, to provide data for reporting, and is responsible for meeting performance metrics of the program. The Field Operations Supervisor is also responsible for performing inspections of new construction completed by outside contractors and staff to ensure compliance with contract document requirements, district standards, and other relevant governing statutes, regulations, guides, and standards.

The Field Operations Supervisor differs from the Field Operations Coordinator which does not have full supervisory responsibilities. It also differs from the WES Technical Division Manager, who supervises subordinate supervisors, personnel and programs within one or more functional areas.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees collection system operations to ensure compliance with National Pollutant Discharge Elimination System (NPDES) permits and all pertinent federal, state, and local laws and regulations.

2. Supervises and coordinates maintenance, inspection, and repair activities related to collection operations; participates in and assists in developing short and long-range planning; collaborates with other staff throughout the department to meet shared objectives.
3. Participates in the development and implementation of policies, procedures, goals, objectives, and strategic initiatives; communicates priorities, goals, objectives, and policies as they relate to collection system maintenance; prepares annual work plans.
4. Oversees staff development and performance; organizes, assigns, and reviews work; develops performance standards; prepares performance evaluations; efficiently and effectively resolves work issues; provides coaching and prepares development plans.
5. Ensures compliance with safety procedures and regulations; assists in planning and implementing safety and technical training programs; develops written procedures for maintenance activities; reviews safety concerns and suggestions; interprets and complies with regulatory compliance standards.
6. Serves as liaison to engineering, consultants, contractors, and vendors. Assists in the selection of consultants and contractors; assists and provides expertise in the planning, design, and construction of new infrastructure; ensures regulatory compliance is maintained during construction activities; manages contracted services, inter-governmental agreements, oversees and coordinates special projects; manages outside vendor contracts.
7. Participates in the preparation of the division's budget and annual work plan for maintenance activities of utility components; monitors expenses; justifies components of work program; analyzes needs and means for additional resources.
8. Manages maintenance program efficiency and effectiveness and implements corrective actions and improvements. Enters and updates data for the collection systems in the Computerized Maintenance Management System (CMMS); provides training to employees using the software; serves as a technical support resource to staff to ensure their work is accurately documented in the system; develops, recommends, and implements collection and stormwater system operation and maintenance programs based on a data-driven approach; produces preventive and corrective work orders; develops preventive maintenance schedules and routines; oversees regularly scheduled maintenance; identifies maintenance and repair requirements; identifies critical spare parts and manages the inventory; estimates project time and materials; prioritizes routine and emergency activities; assists in assessing effectiveness of programs and procedures; recommends and implements enhancements to service delivery; recommends changes and improvements in verbal or written form for consideration/implementation; reviews construction plans for system extensions for acceptance and conducts final inspections.
9. Provides excellent customer service and resolves technical problems, complaints, and requests for information related to the work of the program; serves as point of contact for other departments, supervisors, and project managers regarding work assignments, project scheduling, and parts and supplies.
10. Evaluates, recommends, and purchases equipment and other materials; prepares, develops, and reviews specifications for purchases, describing the characteristics of the items desired; contacts vendors to research and analyze information; coordinates with WES

Administration and County Procurement regarding compliance with solicitation, contract documents, bid invitations, and requests for proposals.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Methods, materials, tools and equipment used in wastewater and stormwater collection system construction, maintenance, inspection, operation and repair; pertinent federal, state, and local laws, codes, regulations, standards, and permit requirements; pertinent safety laws, occupational hazards and safety precautions applicable to collection systems; technical report writing; software applications and information systems.

Working knowledge of: Principles and practices of personnel management, asset management, budgeting, purchasing, contract administration; teambuilding and coaching techniques and practices; principles of project management; wastewater and stormwater sampling techniques; basic technical engineering practices used in the construction and inspection of stormwater and wastewater facilities.

Skill to: Plan and implement management goals, objectives and standards; establish priorities; recognize and implement needed improvements; problem solve; review and monitor operating budgets; apply appropriate regulations, codes and safety standards; prepare and maintain accurate records and reports; communicate effectively, both orally and in writing; motivate employees to provide quality service to customers; supervise staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; establish and maintain effective working relationships with all stakeholders including contractors, vendors, government agencies, industrial customers, county staff and the public; develop plans, schedules and cost estimates for infrastructure maintenance projects; oversee completion of projects within established time and budget guidelines; interpret construction drawings, plans, specifications and technical manuals; inspect wastewater infrastructure for deficiencies; build maintenance schedules; interpret and comply with regulatory permits and requirements; complete condition assessments; interact with the public, provide excellent customer service to both external and internal stakeholders; schedule, supervise, coordinate and evaluate the work performed by assigned personnel and contractors; manage time effectively, multi-task; prioritize projects within time constraints and competing deadline; explain and present complex, technical information to individuals with various levels of technical knowledge and skills; supervise and train assigned personnel in maintenance and customer service practices; analyze statistical records and data trends and prepare reports.

WORKING CONDITIONS

Duties involve some exposure to pathogens and pollutants in wastewater, chemicals, exhaust fumes, and dust, loud noises, and vibration. Some duties involve exposure to adverse weather conditions and hazardous locations, such as streets, active collections systems, and confined underground areas and elevated platforms.

The incumbent is subject to 24 hour "on call" availability and may perform after-hours emergency response on a call-out basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following

minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated in the job announcement.

Experience: A minimum of 2 years of experience as a coordinator, team leader, or supervisor in a related field.

Licenses/Certifications: Certification by the State of Oregon as a Wastewater Collection System Grade 3 Operator at the time of hire.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within six (6) months of hire:

- Possess and maintain Certification by the State of Oregon as a Collection System Grade 4 Operator.

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