



CLASSIFICATION NO. 770

Established: 6/05

Revised: 8/20

FLSA: Exempt

EEO: 7

FIELD OPERATIONS SUPERVISOR

CLASS CHARACTERISTICS

Under direction, the Field Operations Supervisor is responsible for planning, scheduling, and supervising staff to inspect, maintain, repair, and operate wastewater and stormwater conveyance and treatment infrastructure, instrumentation and controls, and related equipment and to do others duties as needed or as assigned.

DISTINGUISHING CHARACTERISTICS

Clackamas County manages and operates Clackamas Water Environments Services' utility service districts, including wastewater infrastructure-collection systems, pump stations, treatment plants and surface water infrastructure.

The Field Operations Supervisor is responsible for supervising, planning and managing the operation, maintenance, condition assessment, and inspection of the wastewater collection system and for the surface and stormwater systems that convey, detain, and remove pollutants in runoff from developed properties. The incumbent uses WES's asset management system to coordinate and schedule inspection and maintenance activities. This position provides administrative support to ensure compliance with federal and state regulations regarding collection and surface water system management, to provide data for reporting, and is responsible for meeting performance metrics for the Field Operations Program. The Field Operations Supervisor also performs, supervises and coordinates staff in daily workflow planning, training, problem solving, budgeting and personnel issues.

The Field Operations Supervisor differs from the Wastewater/Stormwater Collections Coordinator which does not have full supervisory responsibilities.. It also differs from the WES Technical Division Manager, which 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. Supervises and directs the daily work of regular and temporary employees; plans, schedules, assigns and reviews work; approves absences and overtime; trains and provides technical assistance to staff; analyzes and resolves work problems; participates in personnel actions, including hiring, disciplinary action and performance evaluations; facilitates participation of team members in work activities.
2. Provides quality customer service support to County operations and other municipalities; responds to and works to resolve service requests, complaints and inquiries; supports

facility tours and public information meetings; answers technical questions and explains surface water and wastewater collection systems.

3. Develops, recommends, and implements collection and surface water system operation and maintenance programs based on a data driven approach; develops preventive maintenance program schedules and standards; oversees regularly scheduled inspections and maintenance activities; routinely uses WES's asset management system to identify maintenance and repair requirements, estimates project time and materials, and prioritize routine and emergency activities; reviews construction plans for system extensions for acceptance and conducts final inspections; assesses effectiveness of programs and procedures; recommends changes and improvements in verbal or written form for consideration/implementation;
4. Participates as part of a multi-disciplinary team of supervisory personnel responsible for the daily operations and maintenance of wastewater and surface water collection and treatment systems.
5. Develops and recommends annual work plan and budget, including managing contracted services, intergovernmental agreements, , monitoring and controlling expenditures; oversee and coordinate special projects and contracted services; coordinates operations with other teams and personnel within and outside of the department; assists in the design and construction management of collection and surface water system components.
6. 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.
7. 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.
8. Supervises the operation, inspection, maintenance, realignment, relocation and repair of surface and storm water installations, sewer lines, access holes, and pump station equipment, machinery and instruments; supports inspections of new construction; directs main line tap-ins, utility locates and vector control initiatives; coordinates the generation of auxiliary power when needed, and organizes emergency bypass pumping or hauling with tanker trucks as needed.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic principles and practices of personnel management, budgeting, purchasing, contract administration and asset management systems and best practices; structure and function of surface water, stormwater and wastewater collection systems; methods, machinery and equipment used in the construction, operation, inspection, maintenance and repair of wastewater and stormwater infrastructure; occupational and health safety practices, rules and regulations; wastewater and stormwater sampling techniques; basic technical engineering practices used in the construction and inspection of surface water and wastewater facilities; math, algebra and geometry; English grammar, spelling and punctuation;

customer service. General office equipment, including personal computers and software programs. Must be able to build a preventative maintenance schedules and interpret regulatory compliance standards.

General Knowledge: Federal, state and County regulations applicable to wastewater collection system operations and construction specifications.

Skill to: Interact with the public, provide excellent customer service to both external and internal stakeholder; establish and maintain cooperative working relationships with other agencies, vendors, contractors, other county departments, co-workers and the public; communicate effectively, both orally and in writing; problem solve; 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; monitor and coordinate completion of projects within established budget and time guidelines; incorporate team participation in decision making; promote individual agreement and group consensus on issues and problems; prepare and maintain accurate records and technical reports; develop plans, schedules and cost estimates for wastewater collection operation and maintenance projects; interpret blueprints, plans, specifications and technical manuals; inspect surface water and wastewater collection systems for deficiencies; build maintenance schedules; interpret and comply with regulatory permits and requirements; analyze statistical records and data trends and prepare reports; utilize computerized equipment effectively, operate general office equipment, including personal computers and software programs.

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 on elevated platforms.

Incumbent is subject to 24 hour "on call" availability and will 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 on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

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 possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within six (6) months of hire, possession of Oregon Confined Space Entry and Oregon Competent Person certifications.

Within one (1) year of hire, incumbent must obtain a Wastewater Collection System Operation Certification, Grade Level I, issued by the State of Oregon Department of Environmental Quality.

Desirable qualifications include: CPR/First Aid certification and incumbent obtains a Wastewater Collection System Operation Certification, Grade Level IV, issued by the State of Oregon Department of Environmental Quality within 3 years of hire.