



CLASSIFICATION NO. 782
Established: 12/96
Revised: 11/07
Revised and Re-titled: 4/15, 5/24
FLSA: Non-Exempt
EEO: 7

FIELD OPERATIONS COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, schedule, and coordinate the inspection, maintenance, repair, and operation of wastewater and stormwater, lines, structures, vegetated facilities, pump stations, remote package treatment facilities, and related equipment, instruments and machinery; to lead the work of collection system staff; and to do other work as required.

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 support the vitality of communities, natural environment, and economy. WES operates and maintains five resource recovery facilities, 23 pumping stations, and more than 360 miles of pipes within Clackamas County.

The Field Operations Coordinator is responsible for coordinating and monitoring the operation and maintenance of wastewater and stormwater collection systems and water quality facilities. Incumbents serve as the lead worker for a field operations workgroup, responsible for scheduling, coordinating and providing field and administrative support to ensure compliance with federal and state collection system regulations. The Field Operations Coordinator also coordinates activities of staff participating in work planning, training, problem-solving, and scheduling as part of a self-directed work team and fills in for the Field Operations Supervisor as needed.

The Field Operations Coordinator differs from the Field Operations Technicians, who do not have regular, ongoing program planning and administrative support duties and primarily perform scheduled routine and emergency repairs and maintenance for wastewater and stormwater infrastructure. It also differs from the Field Operations Supervisor which has full supervisory responsibilities for Field Operations staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Leads and coordinates the work of regular and temporary employees; provides daily work direction; plans, schedules, assigns and reviews work; trains and provides technical assistance to staff; analyzes and resolves work problems; provides input to management regarding work performance; participates in the hiring process; facilitates participation of team members in work activities; fills in for the Supervisor on a short-term basis as needed.

2. Reviews and adjusts daily work records entered into the Computerized Maintenance Management System (CMMS) to ensure accuracy and completion; assists in training employees in the proper procedures for entering and completing daily work records into the CMMS.
3. Develops, recommends, and implements collection system operation and maintenance program using the CMMS; develops preventive maintenance schedules and standards; oversees regularly scheduled inspections and maintenance; identifies maintenance and repair requirements; estimates project time and materials; prioritizes routine and emergency activities; reviews construction plans for system extensions for acceptance and conducts final inspections; assists in assessing the effectiveness of programs and procedures.
4. Participates in the management of the wastewater and stormwater system with other work team members; assists in the development and recommendation of the annual work plan and budget, including contracted services; monitors expenditures; oversees and coordinates special projects and contracted services; coordinates with other teams and personnel within and outside of the department; assists in the design and construction management of collection system components.
5. 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 the purchasing division regarding the process for contract documents for bid invitations and requests for proposals.
6. Ensures compliance with safety procedures and regulations; assists in planning and implementing safety and technical training programs; assists in developing written procedures for maintenance activities; reviews safety concerns and suggestions.
7. Coordinates and performs wastewater system maintenance and repair activities; operates, inspects, and maintains sewer lines and access holes, pump station equipment, machinery and instruments; oversees, inspects and documents as-builts on new construction; performs mainline tap ins, utility locates and vector control; generates auxiliary power and performs emergency bypass pumping or hauling with tanker trucks.
8. Coordinates and performs stormwater system maintenance and repair activities; inspects and cleans stormwater inlets, pipelines, water quality facilities and related structures; tests for infiltration and exfiltration; performs standard and emergency repairs to correct line stoppages and breaks.
9. Plans and assists in the development and implementation of projects to improve water quality in the drainage system, such as the construction of small water quality facilities and planting vegetation in water quality facilities; collects and analyzes data on existing surface water systems; monitors water quality; recruits and coordinates volunteers for water quality projects.
10. Provides public and customer service support to department staff and other municipalities; responds to complaints and inquiries; answers technical questions and explains wastewater collection and processing systems.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic principles and practices of personnel management, budgeting, purchasing and contract administration; Federal, State and County regulations applicable to wastewater and stormwater system operations and construction specifications; principles and concepts of self-directed work teams; methods, machinery and equipment used in the construction, operation, inspection, maintenance and repair of wastewater and stormwater systems and components; environmental, occupational and health safety practices, rules and regulations; stormwater, wastewater, and industrial pre-treatment sampling techniques; basic technical engineering practices used in the construction and inspection of wastewater and stormwater facilities; math, algebra, and geometry; English grammar, spelling and punctuation; use of computers, computer applications and mobile devices and programmable logic controllers.

Skill to: Schedule, monitor, coordinate and evaluate the work performed by assigned personnel and contractors; lead 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 and stormwater system operation and maintenance projects; read and interpret maps and construction plans, specifications and technical manuals; inspect wastewater and stormwater systems for deficiencies; analyze statistical records and prepare reports; utilize computerized equipment effectively; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with customers, contractors, vendors, County employees and the public.

WORKING CONDITIONS

Incumbents are exposed to bacteria, viruses, and toxins in wastewater. Positions require strenuous physical labor, including frequent walking, bending, stooping, kneeling, climbing, standing for long periods of time, and the ability to lift up to 50 pounds, push/pull and carry heavy objects up to 70 pounds. Some duties involve exposure to adverse weather conditions and hazardous locations, such as streets, live sewers, confined underground areas and on elevated platforms.

Incumbents may perform after-hours emergency response on 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: None required.

Licenses/Certifications: The following licensure/certifications are required at the time of hire.

- Certification by the State of Oregon as a Wastewater Collection System Grade 3 Operator

- Valid Class A Commercial Driver's License (CDL) with no restrictions in order to drive manual transmission, including tanker endorsement.

PRE-EMPLOYMENT REQUIREMENTS

Must pass a pre-employment drug test (DOT Regulations for CDL).

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

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.