



BORING WATER DISTRICT #24

Field Superintendent

General Summary:

The Field Superintendent, under general supervision, maintains and operates all components of the District's water distribution systems. This position supports and assists the District with all aspects of District maintenance, capital improvement, and construction projects. A primary function of the position is to be prepared for, and respond to emergencies during and after regular working hours.

Job descriptions cover the most significant, essential, and auxiliary duties performed by the position, but do not include other occasional or incidental work, which may be similar, related to, or a logical assignment for the position. These descriptions are not all inclusive.

Supervision received:

The Field Superintendent reports to the District Manager. In the absence of the District Manager, The Field Superintendent may receive direction, work orders, and/or assignments from the Office Manager, Board chair, or fill in management. A large part of this position is self-prioritizing and scheduling of day to day duties around assigned tasks, and incidental needs.

Supervision exercised:

Supervision of other employees is not a typical function assigned to this position. May provide orientation and basic training to volunteers, students, and newly assigned personnel. The position works in a lead capacity in the field. Oversees and assists the work of those employees assigned to the team to ensure work is completed in an orderly, efficient and professional manner. This position is distinguished from managerial classifications in that this position does not exercise formal authority in such areas as discipline, grievance resolution, employee evaluation, hiring, and promotions. The Field Superintendent is seldom over two full time employees. Additionally, the Field Superintendent may at any time, perform the full range of Utility Worker duties.

Authority:

- The Field Superintendent has authority to make decisions and take actions required to satisfy the responsibility of the position.
- Implement and enforce District policies and procedures, as they pertain to construction, maintenance and/or repair of the District's water system and equipment, operation of all

District vehicles, devices, tools and equipment. As well as interaction with all District staff, customers, subcontractors, partnering agencies, the public at large and other third parties.

- Included in this, is the accountability for both: actions taken, and actions not taken.

Essential Duties, responsibilities, and job functions:

- Re-enforces the image and reputation of the District by exercising sound and ethical business practices, as well as exceptional rapport in all relations with customers and the public at large.
- Maintain cooperative working relationships with District staff and committee members, other organizations and the general public.
- Ability to respond to complaints, and respect a civically engaged population, while evaluating the situation, correct the problem or ability to correctly relay findings and recommendations to supervisor. Prompt and courteous attention to complaints is encouraged. Creative approaches to problem resolution creating a positive experience for the customer.
- Assists District Manager in completing District jobs safely, efficiently, and within predetermined budgets and timelines.
- Execute work orders as directed by the District Manager, inspect work sites, review work with customers and subcontractors as necessary.
- Work with The District Manager to determine personnel, equipment, and budgetary needs.
- Assists in reviews of new construction plans, provides input on new and repair/replacement projects.
- Oversee and assist the work of those employees assigned to the team, to ensure work is completed in an orderly, efficient, and professional manner.
- Ensure compliance with all District policies and safety practices applicable to the area of responsibility.
- Assists the District Manager to schedule, plan, inspect, construct, maintain, and repair the water distribution system to ensure that all components of the system function properly. Coordinates available equipment, material, and personnel to facilitate the most cost effective while achieving timely and orderly work.
- Read and record water meters. Ability to use a computer for reading electronic meters. Deliver notices to customers for level of service changes, service interruptions, and shut-off notices for non-pay, or other violations.
- Collect routine coliform samples. Collect samples from new lines, reservoirs, wells, etc.
- Service hydrants, valves, meters, pumps, air release valves, and other water system components.
- Responsible for the upkeep and maintenance of District equipment and facilities. Ability to learn and implement proper maintenance standards and procedures, for new items/situations as they arise.

- Maintain records, logs, and reports as required for the Districts facilities, pump stations, reservoirs, hydrants, meters, etc. to provide safe drinking water to District customers.
- Performs, assists, and/or oversees the required labor involved in construction and maintenance of asphalt cutting, ditch cleaning, road base repair, sidewalks, curbs and gutters, ADA ramps, line cleaning/flushing, pipe repairs, pipe laying, backfilling, compacting and cleanup according to District construction standards.
- Performs and/or oversees the clean-up of District work sites, such as repairs, new construction, or other messes that may be made through normal work related duties, in the public right of way, on private property, easement areas, and District owned/leased property. Returning those spaces back to a minimum of pre-work condition, unless approved differently by the District Manager.
- Maintain and organize tool/stock room, stock on trucks. Ensure that all stock is placed in a safe and usable condition. Perform general inventory to make sure all supplies, hand tools and equipment are accounted for, are maintained appropriately, and stored in the correct location. Run related reports as necessary. Perform data tracking and file maintenance, including cost estimates for budgeting purposes.
- Obtain price quotes and prepare requisitions. Order/purchase materials and supplies. Ability to properly identify, and order correct materials.
- Assemble and prepare a variety of components for easy access. Including, but not limited to, vehicles, equipment, emergency materials and supplies.
- Monitors and maintains system performance levels, responds to and corrects telemetry system alarms, power failures, communication failures, pump failures and other problems related to system operation.
- Ability to understand and operate the Districts telemetry system for monitoring, and diagnosing problems with components of the Districts distribution system.
- Follow all safety rules and procedures for work areas and construction sites.
- Operates all Water District heavy equipment as required by work and projects.
- Operates a variety of hand and power-operated tools in a safe and responsible manner, skillfully and safely. Using the correct tool for the job, including, but not limited to, shovels, picks, pinch bars, rakes, sledgehammer, tapping machine, chainsaw, pipe saw, trash pump, jackhammer, hydraulic shoring, pressure testing and chlorinating pump, lawnmower, weed-eater, street saw, hydraulic rock splitter, and compactors.
- Reads water meters. Performs shut off and turn on tasks associated with past due accounts, and/or backflow non-compliance, as directed by management staff.
- Read maps, intersection details, and construction plans as needed to locate components of the water system.
- Performs locates. Uses electronic pipe locator to locate water mains.
- Assists team members in the performance of their assigned duties as needed
- The ability to maintain a sense of direction and location while navigating directions provided, or discussing tasks for locating and looking for reported problems. (N,S,E,W, left or right)

- **Mandatory qualifications for employment:**
- Possession of Oregon State Water Distribution System Operator's level II Certification
- Possession of, or ability to obtain within 6 months of hire, Oregon Health Authority Cross-Connection Specialist Certification
- Possession of or ability to obtain within 6 months of hire, a Work Zone Traffic Control Certificate.
- Minimum (2) years progressively responsible managerial experience in general maintenance and construction in the waterworks field including the operation of related equipment.
- US citizen or documentation showing US Government authorization to work legally in United States.
- Possession of or ability to obtain a valid Oregon State driver's license. Must have and maintain a good driving record. This is an essential function of the job.
- Passage of drug/alcohol test and background check as required by the District.
- Occasional evening and weekend work is required.

Measure of performance:

- Maintains positive working relations with management and non-management personnel, vendors, customers, and the public.
- Plans, organizes, schedules work activities. Supervises work of subs, and general contractors.
- Neatness of general work area and filing system.
- Develops and maintains knowledge of District water system, its facilities, pumping stations, valves, scada systems, and other appurtenances.
- Reports and work orders are accurate, legible, neat, and submitted in a timely manner.
- Ability to understand and operate the Districts telemetry system for monitoring, and diagnosing problems with components of the Districts distribution system.
- Ensures equipment and facilities are safe to operate, are maintained in accordance with District standards, and with minimal amount of down time.
- Re-enforces the image and reputation of the District by exercising sound and ethical business practices, as well as exceptional rapport in all relations with customers, the public at large, and other third parties.
- Knowledge and use of best practices for repairing water mains and services. Knowledge of repair parts, and District inventory. As well as cost effective ways of using materials.
- Ability to account for all tools used each day, return them to their proper location for storage, and complete maintenance needs for tools used.
- Ability to differentiate between emergencies and non-emergency business that can be deferred to regular business hours.
- Maintains regular job attendance, adherence to attendance policies and working hours.
- Failure to maintain licensures or attendance is grounds for disqualification of continued employment.

Minimum Qualifications for employment:

Skills & Abilities:

- Familiarity with county and state utility permits and practices.
- Knowledge of preventive maintenance practices.
- Ability to read, write, spell, and orally communicate clearly in English.
- Ability to read engineering blueprints, District water system prints, and topographic maps
- Ability to do basic math
- The ability to manage and prioritize multiple projects, the ability to solve an array of technical, personnel, and customer related problems.
- Must be able to maintain positive working relations with management and non-management personnel, vendors, customers, and the public.

Experience/Education:

- High school diploma.
- Minimum 3 years water maintenance, repair, and construction experience.
- Possess a working knowledge of general facilities, reservoirs, wells/pump stations, valves, fire hydrants, and meter systems.
- Willing to take additional courses and/or CEU's to further advance skills.
- Possess the initiative to look for answers, solution suggestions, or seek out education to further advance knowledge and skills.
- *CEU classes and technical training applicable to the area of responsibility provided at District expense.*

Physical requirements:

Standing, sitting, climbing, walking, crouching, stooping, kneeling, bending down, working over water, within confined space, occasionally at heights, lifting 100 pounds, extensive use of hands, eyes, ears, arms, and voice.

Work Environment:

Allocation between the office and the field is 10-15% and 85-90% respectively. The field environment consists of all types of terrain and weather conditions. May be exposed to strenuous and at times hazardous working conditions, including but not limited to, harsh chemicals, direct sunlight, rain, wind, below freezing temperatures, icy conditions, moving equipment, high traffic areas, pressurized water lines, heights, confined spaces, trenches, darkness, ladders, shoring, electrical and hydraulic energy, etc. The noise level of the position can vary by environments the tasks are completed in. Noise can be from very low volume to very loud. Protective equipment and clothing may be required.

Equipment:

- Familiar with basic computer functions, software and other office equipment applicable to the primary duties of the position.
- Ability to operate all of the Districts equipment, including but not limited to; backhoe, dump truck, hydro-excavator, power and hand tools, locating and electronic equipment.

- **Acknowledgement:**

I have read and understand this job description/position guide and believe it to be accurate and complete. I also understand that management retains the right to change this description at any time, as needed, and that this description is not all inclusive.

Field Superintendent

Date

District Manager

Date

Additional Comments:
