



San Juan Water District  
9935 Auburn-Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Field Services Manager Position Description

**Status:** FLSA Exempt and Confidential in nature  
**Supervisor:** Assistant General Manager  
**Effective Date:** July 1, 2007

### **Supervision Received and Exercised**

Receives administrative direction from the Assistant General Manager and exercises direct supervision over assigned management, supervisory and technical personnel.

### **Primary Function**

To plan, assign, direct, and supervise the operation, construction, and maintenance of the District's transmission and distribution systems, vehicles and equipment and cross connection control program.

### **Essential Duties** - *Duties may include, but are not limited to, the following:*

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for performing a variety of field service functions; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in the support of the District's field service programs and activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; prepare justifications for equipment, materials and supplies; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Administer and interpret District policies and regulations to subordinates regarding field service and safe work practices.
- Ensure the proper planning of maintenance, construction, and repair projects; review capital expansion of District system and coordinate construction by others with engineering; participate in system design changes and improvements.
- Oversee maintenance and repair of cooperative transmission pipeline.
- Conduct bidding process to ensure the best pricing.
- Investigate field problems with customers, contractors, and the general public and assist with the assurance of safe drinking water.
- Oversee USA locates and cross connection control.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles and practices of water systems and the water supply industry.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and practices of project management.
- Modern office procedures, methods and computer equipment.

#### *Ability to:*

- Organize, implement and direct field service operations and activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Interpret and explain pertinent District and Department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Work effectively under time deadlines and within limited financial and staffing resources.
- Address difficult issues by building consensus and developing appropriate resolutions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### *Experience and Education:*

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

##### Education:

Equivalent to graduation from high school or equivalent with additional course work in supervision, management, and/or water distribution.

##### Experience:

Five years of progressive water distribution maintenance, construction, repair and operations experience.

#### *License or Certificate:*

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

### **Physical Capabilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift	50 Pounds			
Fingering/Grasping/Feeling				✓
Describe Working Conditions	100 Percent Indoors, 5 Percent Outdoors			