



Field Operations Manager

Field Operations

WS-FO/1-819

JOB SUMMARY

This position is responsible for directing the operations of the Water System's Field Operations Department.

1. Hires, trains, assigns, directs, supervises, evaluates, and disciplines department staff.
2. Develops and manages the Field Operations Department's goals and objectives.
3. Develops, tracks, manages the department's budget and Capital Improvement Projects in Field Operations.
4. Monitor and manage the operational activities of all water reservoirs so that operations are smooth, projects well planned, and managed, and activities are conducted in full compliance with laws and regulations.
5. Implements an asset management strategy for water infrastructure.
6. Assists in the direction and implementation of a transportation improvement program.
7. Assures that proposed development projects meet county, state, and federal engineering standards and safety requirements.
8. Maintains department records of active, inactive, and completed projects; completes regular reports.
9. Oversees and monitors the work of contractors; inspects work for quality and compliance with terms and contracts.
10. Maintains accurate records and reports of expenditures; reviews and approves purchase requests.
11. Prepares or reviews technical specifications and bid packages for equipment, supplies and services.
12. Oversees the water system asset management program.
13. Oversees the training program to ensure acquisition of technical skills and safety compliance of field operations.
14. Oversees wetlands management and contracts associated with 404 permit requirements.
15. Participates in the development of policies and procedures related to water system assets.
16. Responds to inquiries from citizens, the County Administrator, and other departments; resolves problems.
17. Acts as liaison between county officials, state officials, and design consultants
18. Attends internal, interdepartmental, and external meetings as needed.
19. Ensure continued compliance of state agency regulations and requirements for reservoir management.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of public utility operations and budgeting procedures.
2. Knowledge of water system operations and maintenance principles.
3. Knowledge of the occupational hazards and safety precautions necessary for the safe operation of the water system.
4. Knowledge of transportation engineering, construction management and long-range planning.
5. Knowledge of supervisory principles and practices.
6. Knowledge of mechanical and electrical principles.
7. Knowledge of project management and asset management principles.
8. Skill in the comprehension, interpretation, and enforcement of federal, state, and county regulations
9. Skill in reading and interpreting drawings and schematics.
10. Skill in the analysis of construction plans and specifications.
11. Skill in the use of computers and job-related software programs.
12. Skill in interpersonal relations.
13. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Water System Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include development standards, county policies and procedures, the employee safety and loss control manual, county purchasing rules, water system standard operating procedures, state and federal drinking water regulations, erosion control laws, OSHA regulations, safety standards. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, administrative and technical duties. Strict regulations and procedures which change frequently contribute to the complexity of the position.
- The purpose of this position is to manage the development, repair and maintenance of water system infrastructure, facilities and equipment in a safe, efficient and financially prudent manner. Success in this position contributes to the provision of safe and environmentally compliant drinking water to system customers.

CONTACTS

- Contacts are typically with department heads, other county employees, vendors, contractors, federal and state regulators, design consultants, elected and appointed officials, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, or provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work for this position is split between office work (i.e., sitting at a desk or table or while intermittently sitting, standing, or stooping) and field visits to construction sites (i.e., standing or walking for extended periods across all ranges of weather conditions). The position also requires occasional lifting of light objects. During emergencies extended hours may be required.
- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Water System Assistant Field Operations Manager (1) and Field Operations Specialist (1).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field, such as science or engineering.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require five years of related experience.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with five to seven years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.