

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Field Operations Superintendent		
<b>Job Code:</b>	MG1301	<b>Job Family:</b>	Management
<b>Pay Grade</b>	612	<b>Date Reviewed:</b>	07/10/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Directs, manages, supervises and coordinates the activities and operations of an assigned Field Operations Division, including preventative, reactive, investigative and corrective maintenance and construction activities. Coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative support to senior management staff.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned field operations services and programs. Recommends and administers policies and procedures.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned field service programs, service delivery methods and procedures; and works with employees on the continuous improvement of field operations services.
4. Reviews, evaluates, and monitors equipment necessary to fulfill service objectives; recommends repair and replacement of equipment as necessary; and writes or revises equipment specifications as needed.
5. Conducts field inspections concerning various field operations which may include water/wastewater operations, solid waste management, pollution control, or other related public works or utilities services or operations; and investigates customer complaints and concerns concerning field operations services.
6. Records and maintains information on the operation and maintenance of assigned field operations; and compares results with goals and regulatory standards.
7. Participates in the development and administration of the division's annual budget. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.

8. Serves as the liaison for assigned division with other divisions, departments, and outside agencies. Negotiates and resolves sensitive and controversial issues.
9. Serves as staff on a variety of boards, commissions and committees; prepares and presents operational and activity reports and other necessary correspondence for management staff and provides responsible staff assistance to the assigned senior management staff.
10. Conducts a variety of organizational studies, investigations and operational studies; and recommends modifications to field operation programs, policies and procedures as appropriate.
11. Coordinates with contractors, developers, engineers, and the general public regarding assigned operations and services; and provides assistance and direction.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Methods and techniques utilized in preventative, reactive, investigative and corrective field operations construction, maintenance and services.
  - Large construction and maintenance equipment associated with assigned field division.
  - Operational characteristics, services and activities of assigned field operations.
  - Engineering concepts and construction principles relevant to water/wastewater systems, if applicable.
  - Municipal water distribution and wastewater collection systems, if applicable.
  - State rules and regulations pertaining to daily operations of landfills, if applicable.
  - Blueprints and schematic drawings related to assigned field operations division.
  - Principles and practices of program development and administration.
  - Principles and practices of municipal budget preparation and administration.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Organization and time management.
  - Computers and applicable software.
  - Interpersonal relations.
  - Problem solving.
  - Customer service.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee and participate in the management of comprehensive field operations services and maintenance including, as applicable, water and wastewater

treatment, solid waste management, pollution control, or other related public works or utility programs.

- Oversee, direct and coordinate the work of subordinate personnel.
- Select, supervise, train and evaluate subordinate personnel.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new field operations equipment and methods related to assigned divisional responsibilities.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree from an accredited college in Engineering or a related field and five years of increasing responsible experience in field construction, maintenance, and operations related to assigned field operations division, including two years of administrative and supervisory responsibility.

## **OTHER REQUIREMENTS**

Valid Class "C" Texas driver's license.

If assigned to water or wastewater operations, possession of, or ability to obtain, an appropriate certification related to field ("C" Distribution, Type "II" Water or "C" Wastewater).

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*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 the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.