

City of Fort Worth, Texas Job Description

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| Classification Title | Field Operations Supervisor | | |
| Job Code: | PR1541 | Job Family: | Professional |
| Pay Grade | 609 | Date Reviewed: | 07/10/15 |
| FLSA Status | Exempt | Date Revised: | 01/22/19 |

GENERAL SUMMARY

Supervises, plans, coordinates and oversees various assigned field construction, maintenance, repair or operational activities within an assigned Division/Department. Coordinates assigned activities with other divisions, outside agencies and the general public; and provides complex staff assistance to assigned 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. Supervises scheduled preventative maintenance programs for equipment and facilities in assigned division; reviews daily reports related to work performed by personnel; and maintains records of time, material, and equipment used for projects or services.
3. Inspects maintenance, construction, repair and operational activities; and conducts on-site changes to specifications as necessary.
4. Participates in departmental meetings. Informs, advises and receives input on field operations with other division personnel.
5. Recommends schedules and methods for providing maintenance and repair services; identifies resource needs; and reviews needs with appropriate management staff.
6. Coordinates field operations activities with those of other divisions and outside agencies and organizations.
7. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned field operations programs, methods, and procedures; and works with personnel on the continuous improvement of field operations services.
8. Supervises the mechanical and electrical maintenance on facilities and equipment; maintains inventory of supplies, equipment and chemicals used; and monitors use of appropriate supplies, tools, and equipment.

9. Maintains accurate records; and prepares daily and administrative reports pertaining to policy and procedures of field operations.
10. Meets with contractors. Reads blueprints and plans; and prepares various reports on operations and activities related to assigned field operations division.
11. Responds to and resolve public inquiries and complaints; confers with customers regarding problems; and provides assistance as necessary.
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.

When assigned to Water distribution or Wastewater collection:

1. Monitors water flow and water pressure for water distribution or wastewater collection systems; delivers parts to crews in the field.
2. Oversees and participates in the maintenance of water/wastewater mains, water valves, manholes and vaults and fire hydrants; installs new water/wastewater taps and water valves as necessary; inspects for leaks or breaks in water/wastewater plant and field equipment.
3. Maintains Federal and State water quality standards; recommends correct backflow prevention; explains cross connection programs as required.
4. As assigned, oversees and assists in the operation of meter installation and repair and water/wastewater line installation and water/wastewater plant activities.

When assigned to Parks and Community Services:

1. Provide and participate in construction, repair, and/or maintenance services for athletic fields, municipal parks, golf courses and botanical gardens.
2. Provide and participate in maintenance of trees throughout the City (planting, trimming, removing).
3. Monitor lakes and streams located within boundaries of assigned parks for water quality and healthy wildlife populations.
4. Prescribe correct applications of fertilizers and pesticides; manage turf and plant materials as required; supervise the planting, transplanting, and removal of plant materials in parks and community areas.
5. Assist in preparation of special events associated with assigned parks and community facilities as necessary.
6. As assigned, perform additional specific duties related to forestry.

When assigned to Parks and Community Services Fort Worth Herd:

1. Interacts with tourists, the general public; business owners; Stockyards Business Association and other associate groups for special events (Tarantula Train, farriers); various vendors, Veterinarians and other City department personnel.
2. Responsible for design and project management of remodeling existing facilities and make appropriate decisions regarding equine and bovine management.

3. Selects and purchases uniforms, feed, tack, trailers, horses and other supplies as required.
4. Researches, provides and schedules various training and maintains time and attendance records.
5. Provides data and documentation for budget preparation and monitors budget and risk management activities.

When assigned to Public Events:

1. Coordinates the assembly and arrangement of chairs, stages, tables, and related apparatus for assigned public events activities.
2. Coordinates the cleaning of public events facilities.
3. Evaluates drawings, sketches, and specifications of events.

When assigned to Transportation/Public Works:

1. Receives and investigates complaints regarding streets, alleys, and parkways.
2. Installs and repairs wheelchair ramps and sidewalks.
3. Establishes transportation priorities based on urgency and street policy.
4. Supervises and participates in design and fabrication of signs; install building and traffic signs.
5. Inspects and maintains traffic signs and street markings with the City.

KNOWLEDGE, SKILLS & ABILITIES

• **Knowledge of:**

- Materials, methods and techniques commonly used in various field construction, maintenance, repair or operational activities which may include water, wastewater, parks, signs and marking, public events, solid waste management, transportation/public works and other related services.
- Operational characteristics, services, and activities of assigned field construction, maintenance, and repair or activities associated with the promotion of tourism and special events as it relates to horses and cattle.
- Engineering concepts and construction principles relevant to water/wastewater systems, if applicable.
- Municipal water distribution and wastewater collection systems, if applicable.
- Various trees, plants, flowers, and landscape techniques applicable to parks and community services activities; proper pesticide and fertilizer applications and hazards.
- State rules and regulations pertaining to daily operations of landfills, if applicable.
- Additional specific duties related to signs/markings, public events operations, transportation/public works, or other assigned division.
- Blueprints and schematic drawings related to assigned field operations division.
- Interpret and explain applicable policies and procedures.
- Selecting, supervising, training, and evaluating staff.
- Occupational hazards and standard safety precautions.
- Principles of municipal budget preparation and control.
- Principles of training and monitoring lower level staff.
- Pertinent federal, state and local laws, codes and regulations.

- Personal computers and Internet.
- Rules of golf (Golf Operations only).
- **Skill in:**
 - Organization and time management.
 - Problem solving and conflict resolution.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Operate and maintain field operations construction, maintenance, and repair machinery and equipment related to assigned duties in water, wastewater, parks, signs/markings, public events, solid waste management, or transportation/public works.
 - Interpret blueprints, schematics, drawings, and maps.
 - Respond to inquiries and complaints from the public in a tactful manner.
 - Supervise the work of subordinate employees.
 - Participate in selecting, supervising, training and evaluating subordinate personnel.
 - Recommend and implement goals and objectives for providing effective tourism based on field operations services.
 - Interpret and explain City policies and procedures.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

HS Diploma/GED supplemented by specialized training related to assigned operations and services and four years of related experience.

OTHER REQUIREMENTS

Valid Texas Commercial Driver's License.

When assigned to Water Department / Meter Services or Field Operations Division, a valid Texas Class C driver's license is required at time of hire but not a Texas Commercial Driver's License.

The appropriate Texas Commission on Environmental Quality (TCEQ) license will be required per the various sections in the Water Department, as stated below:

When assigned to Water Department / Field Operations Division, Water Distribution Maintenance; a minimum TCEQ Class C Distribution Operator license will be required at hire.

When assigned to Water Department / Field Operations Division, Wastewater Collection System Maintenance or Wastewater Preventive Maintenance; a minimum TCEQ Type II Wastewater Collection System Operator license will be required at hire.

When assigned to the Parks& Community Services Department/Parks Section, possession of, or ability to obtain, an appropriate Texas Department of Agriculture Pesticide Applicators License.

When assigned to the Parks& Community Services Department/Golf Operations, Golf Course Superintendents Association of America.

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, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.