



FACILITIES SUPERVISOR/UTILITY FIELDWORKER
JOB DESCRIPTION
(Salary: \$5,464 - \$6,642 Monthly)

DEFINITION:

Under direction of the Public Works Director, this is a hybrid position responsible for the City's facilities and also crosses over to Utility Fieldworker duties in both water and wastewater. Responsible for the safe and efficient operation of the City's facilities and parks. Supervise, prioritize, assign, and review all maintenance and repair work related to City facilities and parks. Coordinate and supervise contractors providing services to the City and insure contract compliance and quality control.

SUPERVISOR ROLE:

This position exercises supervision over the Facilities Foreman/Utility Fieldworker and all service contractors.

EXAMPLE OF DUTIES – FACILITIES SUPERVISOR:

- Plan, prioritize, assign, and supervise the work of staff and contractors responsible for providing facilities/parks maintenance and repair
- Receive emergency maintenance calls, evaluate problems, establish maintenance repair priorities, and schedule repairs to be completed by staff and/or contractors
- Receive and investigate maintenance complaints; conduct field inspections of work to be completed, consistent with City policies and OSHA regulations
- Conduct routine inspections of City/Park facilities to assess safety, accessibility, and maintenance needs and conduct repairs and maintenance activities as needed
- Participate in parks and facilities maintenance budget recommendations, monitor expenditures and charges to all maintenance accounts
- Prepare operational reports as needed and keep computer records of all inspections and maintenance activities
- Assist with setup and teardown associated with special events
- Sets up appropriate traffic control pursuant to WATCHBook
- Participate and encourage training and development of staff
- Directs/assists in the installation, repairs, and maintenance of streets, sidewalks, storm drains, traffic signs, and landscaping
- Directs/assists in trimming and maintenance of trees in the public right-of-way, trims lawns, shrubs, maintains parks and other landscaped areas, performs other maintenance work as assigned
- Applies pesticides and herbicides as necessary
- Performs other duties as assigned

EXAMPLE OF DUTIES – UTILITY FIELDWORKER:

- Assists in the installation, repairs, and maintenance of streets, sidewalks, storm drains, traffic signs, and landscaping
- Operates and maintains a variety of light and heavy equipment including backhoe, loader, dump truck, boom truck, jack hammer, and sewer rodding machines; drives other City vehicles and operates other power equipment as necessary
- Performs pick and shovel work in digging, widening and back filling trenches and assisting in the maintenance and repair of water and sewer lines
- Maintains, repairs, and installs water mains, water service, water pumping equipment, purification equipment, fire hydrants, water meters, and related equipment
- Maintains and operates water reservoirs, valves and related piping, including Sewer Plant and Water Filtration Plant
- Maintains daily activity log, monitors storage tank levels, sound wells, and records depths for report purposes
- Learns to perform basic analysis in water and wastewater treatment
- Installs, repairs, and maintains wastewater facilities consisting of sewage and wastewater treatment plant
- Operates and maintains pumps
- Operates and maintains aerators, clarified digesters, grinders, filters, chemical dispensers, and related equipment
- Maintains treatment ponds
- Checks meters, gauges and flow meter readings for plant operators, assists in reviewing results of laboratory tests to determine effectiveness of plant operations
- Adjusts plant controls and process to ensure effective treatment
- Responds to customer requests for service, complaints, and problems
- Answers emergency calls, takes appropriate action such as placing barricades, calls out additional assistance/responsible agencies, removes fallen trees and limbs, clears clogged drainage channels, repairs/replaces street signs, performs emergency patching of streets, and performs emergency repairs on water and sewer systems
- Assist with emergency work, including sewer overflow response

EDUCATION AND EXPERIENCE:

- Associate's Degree in a related field is highly desirable
- High school diploma or GED required
- At least five years supervisory experience in construction, maintenance, and/or repair of facilities and parks required
- Possession of a valid California Driver's License and a satisfactory driving record

OTHER REQUIREMENTS:

Must possess/obtain and maintain a valid Treatment 1 and/or Distribution 1 Water Treatment Plant Operator/Distribution Certificate issued by the State of California within 12 months of hire, and both within 18 months of hire, and/or

Must possess/obtain and maintain a valid Grade 1 Wastewater Treatment Plant Operator Certificate issued by the State of California within 12 months of hire.

The City's goal is that the selected applicant will obtain dual certification in both water and wastewater to fully support the "utility" role.

- Must successfully complete the designated number of contact hours (e.g. continuing education/training requirements) required by the State of California. Certification is required as a condition of employment with the City of Buellton
- Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off-hours as necessary

KNOWLEDGE AND SKILLS:

- Principles of park and landscape maintenance and general facilities maintenance
- Proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for herbicide, pesticide, and other similar chemical applications
- Occupational hazards and safe work practices
- Use of computer equipment and software
- Ability to speak Spanish is preferred but not required

ABILITY TO:

- Effectively supervise and train staff on activities, procedures, practices, and safety techniques
- Apply technical knowledge to assure compliance with proper inspection techniques to examine workmanship and materials; detect deviations from plans, regulations, and standard landscape practices and troubleshooting repairs
- Determine maintenance repairs needed at City facilities, complete repairs, or hire appropriate contract staff to complete repairs
- Operate and maintain all types of power tools
- Communicate clearly and concisely, both orally and in writing
- Use initiative and independent judgment within established procedural guidelines
- Assess and prioritize multiple tasks, projects, and demands
- Establish and maintain cooperative working relationships with City employees, officials, and representatives from local, state, and federal agencies
- Prepare reports and keep records of work completed, time, parts, materials, and supplies utilized in operations
- Operate Microsoft Office programs and other software platforms
- Work independently without supervision

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is generally performed outdoors, with some work performed in an office setting. Outdoor work includes inspections of various City facilities, parks, medians, and landscape areas. Good hand-eye coordination is necessary to operate computers and other office equipment.

Employee is required to stand, walk, use hands, operate tools and controls, and reach with hands and arms. Employee is required to sit, climb, balance, stoop, kneel, crouch, crawl, walk several miles per day, and hear. Employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth

perception and ability to adjust focus. Employee may encounter spiders, snakes, poison ivy, and other allergic conditions.

Employee may be exposed to wet, hot or cold conditions, fumes, airborne particles, toxic or caustic chemicals, vibration, traffic, heights, confined spaces, slippery or uneven surfaces, and work around construction and maintenance equipment. Employee will be required to maintain Hepatitis B immunization. Must be willing and able to work on-call and weekend shifts.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining regular status (to include obtaining at least one utility certification (Water Treatment T1, Water Distribution D1, or Wastewater Operator Grade 1). The duties listed above are not intended to be all-inclusive. An employee may also perform other related duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.