



823

Field Operations

Assistant Field Operations Manager

WS-FO/7 -

JOB SUMMARY

This position is responsible for managing the infrastructure maintenance, damage prevention, and warehouse operations of the Water System's Field Operations division.

MAJOR DUTIES

1. Oversees the infrastructure maintenance and damage prevention efforts, as well as warehouse operations of the Water System's Field Operations division distribution system operations.
2. Oversees the training program to ensure acquisition of technical skills and safety compliance of field operations.
3. Coordinates special projects to improve the quality of Distribution System operations such as automatic flushing, hydraulic models, leak detection, valve exercising, etc.
4. Oversees all distribution operations and inventory controls for the Distribution warehouse.
5. Makes budget recommendations.
6. Maintains records and prepares reports necessary to ensure compliance with State of Georgia Department of Natural Resources Environmental Protection Division requirements.
7. Manages and oversees the system's Boil Water Advisories, fire hydrant flushing program, backflow by containment program, large water meter testing program, etc.
8. Train, supervise and evaluate personnel; participates in the selection of new employees; approves leave requests; counsels and disciplines employees.
9. Inspects jobsites prior to, during, and upon completion of projects.
10. Meets with homeowners, developers, builders, contractors, and public officials concerning projects.
11. Performs the duties of other department personnel as needed.
12. Prepares specifications for larger contracts; coordinates with contractors providing repair or revisions.
13. Coordinates in-house waterline extension projects.
14. Performs other related duties as assigned.
15. Responds to after-hours emergencies.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of water system distribution infrastructure, installation, repair, and maintenance procedures.
2. Knowledge of the location of water mains, valves, fire hydrants, and services.
3. Knowledge of locating and marking underground waterlines.
4. Knowledge of county policies and procedures.
5. Knowledge of the meter reading and billing system.
6. Knowledge of computers and job-related software programs.
7. Skill in the development and management of annual budgets.
8. Skill in oral and written communication.
9. Skill in the operation of heavy equipment.
10. Skill in planning and meeting deadlines.
11. Skill in coordinating agendas and meeting deadlines.
12. Knowledge of modern office practices and procedures.

SUPERVISORY CONTROLS

The Field Operations Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal, state, and local laws; EPD, DNR, Safe Drinking Water, and Service Commission regulations; ADA, HIPAA, Workers' Compensation, and other employment rules, and department operating procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to manage the daily activities of Field Operations Division. Success in this position contributes to the efficiency of Water System operations.

CONTACTS

- Contacts are typically with co-workers, representatives of other municipal systems, state or federal agents, customers, developers, builders, contractors, law enforcement and emergency service personnel, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is performed while intermittently sitting, standing, stooping, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, warehouse, or outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather. The work requires the use of masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Field Operations Foreman (2) and Warehouse Manager (1).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class B) 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.

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 completion of baccalaureate degree in a course of study related to the occupational field.
- 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 three to five years of related experience.
- 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.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.
- Possession of or ability to readily obtain certification as a Backflow Tester.
- Possession of or ability to readily obtain a State of Georgia Soil and Water Conservation certification.