

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Field Services Supervisor

Revision Date: 11/14
EEO Category: Skilled Craft Worker
Status: Non-Exempt
Control No: 30567

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Assistant Director / Operations Manager or Assistant Operations Manager, supervises the work of personnel and oversees projects and daily tasks pertaining to field services i.e., meter maintenance, utility locating, and street light maintenance.

III. Essential Duties:

- Responds to public inquiries, complaints, and requests regarding field services.
- Oversees the work of meter tech personnel including the Meter Tech Supervisor.
- Supervises the work of street light technicians including daily maintenance activities as well as the coordination of requests for street lights in conjunction with the approved street light master plan.
- Maintains a knowledge of the street light industry and its advancements as it pertains to the City's approved specifications, and recommends needed modifications to them, to administration.
- Supervises the work of the utility locators to ensure that all requests are marked with-in 48 hrs.
- Plans, coordinates and schedules work assignments and projects pertaining to field services.
- Inventories and purchases materials and equipment for the maintenance of meters, street lights, and the locating of buried utility infrastructure.
- Maintains records regarding work activities. Reviews work orders for accuracy and ensures meter reports, street light inventories, and blue stakes requests are accurately maintained and recorded each month.
- Recommends and enforces approved work zone and safety standards.
- Provides technical assistance and consults with other department divisions and other city departments, on all matters related to field services. Keeps management informed of changes in operational, and personnel issues.
- Coordinates with neighboring agencies as needed to plan overlapping field services.
- Completes work orders and various other records pertaining to work activities on a daily basis.
- Serves on various committees as needed.
- Operates various types of vehicle and equipment.

IV. Marginal Duties:

- Makes budget recommendations pertaining to field services and operations activities.
- Writes reports, memos, and other office correspondence.
- Assists with accident reviews when field services personnel are involved.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires high school diploma or equivalent.

Experience: Requires five years technical training and/or experience in water system, storm water system, or street light system construction, operation or maintenance, with at least two of those years including progressively increasing responsibilities and supervision. Must be familiar with, and experienced in the use of Cityworks work order management system.

Certification/Licenses: CDL Class A license required upon hire; Utah State Water Distribution Operator, Grade 4 required; must obtain a UDOT Flagger Certificate and forklift certification within three months of hire.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: City and departmental personnel policies and procedures, and project management; a working knowledge of the City's water, storm water and street lighting systems, as well as other major departmental functions. OSHA safety standards, other related state and federal regulations, system facilities, equipment, tools and operations.

Responsibility for: Emergency problems, great responsibility for the care, condition and use of materials, equipment, money, tools; making decisions which affect the activities of others; supervision of all field services personnel.

Communication Skills: Ability to professionally furnish and obtain information from other departments; frequent outside contact with the public; must have the ability to deal with citizens, administration, and field services personnel, requiring tact and judgment to deal with and influence people. Communicate effectively verbally and in writing

Tool, Machine, Equipment Operation: Regular use of computer, copier, calculator and city vehicle. Occasional use of heavy equipment.

Analytical Ability: Prioritize tasks, delegate, organize, establish effective working relationships with coworkers, employees and the public, apply general principles to specific conditions, read plans and specifications.

VI. Working Conditions

Physical Demands: While performing duties of job, moderate climbing/balancing and near constant stooping and kneeling are often required; occasional lifting up to 50 pounds.

Work Environment: Significant mental effort is required daily; high pressure on an average day requiring mental focus and physical exertion. Occasional overtime, weekend and holiday work required; 24 hour on-call status. Important meetings and deadlines. Significant amount of field work requiring exposure to construction site hazards, noise, traffic, all types of weather conditions, etc.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPARTMENT APPROVAL: _____ DATE: _____

PERSONNEL APPROVAL: _____ DATE: _____