

Field Supervisor/Safety Coordinator



DEPARTMENT: Public Works
DIVISION: Operations
SUPERVISOR: Public Works Supervisor
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Oversees and maintains City water distribution system as directed by Public Works Supervisor. Provides field supervision over assigned maintenance workers and equipment operators. Provides assistance to Public Works Supervisor as required. Coordinates the City safety program by providing assistance, training, and research of safety related information to the Safety Committee.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Supervisor who outlines goals and objectives, confers on policy matters and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides daily field (job site) supervision of Public Works crews to see that work assignments are carried out and proper safety procedures are being followed. Assumes supervision of the Public Works Department in the absence of the Public Works Supervisor. Provides technical assistance and direction to the Safety Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assists Public Works Supervisor in planning, scheduling, and implementation of construction activities designed to provide water, sewer, street, and drainage service for the City.
- Oversees construction and maintenance work or determines acceptability and conformance to standards.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and the Public Works Supervisor.
- Inspects and supervises the repair of chlorine analyzer, wells, booster pumping station, reservoirs, meters, fire hydrants, backflow devices, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
- Responsible for implementation of all the current and impending rules and regulations regarding monitoring, testing, and reporting of the potable water system as required by the Safe Drinking Water Act, the Oregon Health Division, or any other regulatory agency.

- Provides for other assigned personnel to take care of testing of backflow devices, water line locations, leak detection, delinquent water account actions, and other "tickets" generated by City hall Staff.
- Responsible for insuring that the water system is properly maintained, equipment is kept in proper working order, and spaces are kept clean and painted.
- Is subject to call out after normal working hours to respond to emergency situations; may be required to direct the activities of others.
- Provide technical assistance to City personnel and the Safety Committee as requested, maintain an up-to-date library of OSHA and general safety material, and develop contacts with OSHA and other safety contacts that could provide assistance and training for the City.
- Attend appropriate safety seminars/conferences, coordinate the monthly safety training program, develop a long-term training schedule that meets OSHA requirements, conduct the monthly safety training sessions and maintain training records and attend monthly safety meeting.
- Maintains training in NIMS. Participates in emergency management operations as a Front Line Supervisor (FLS).
- Direct Responsible Contact (DRC) for water distribution system as required by the Oregon Health Authority.
- Responsible for being in the on-call rotation and subject to being called in to work after normal work hours.
- Responsible for checking wells and the water treatment plant on non-working days.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.
- Provides back up to Receptionist/Dispatcher as well as water system dispatcher back up.
- Other duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school education or GED equivalent, and
- b. Four (4) years of experience relating to construction, maintenance, or repair, or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
- b. Skill in operation of some of the listed tools and equipment.
- c. Ability to perform heavy manual tasks for extended periods of time.
- d. Ability to work safely; ability to communicate effectively verbally and in writing.
- e. Ability to establish and maintain effective working relationships with employees, other departments and the public.
- f. Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- a. Possess or have the ability to obtain the following:
 - Valid state driver's license;
 - Valid Commercial Driver's License;
 - Water Distribution Operator II Certification;
 - Backflow Tester and Backflow Inspector Certification;
 - Competent Person Certification; and
 - CPR/1st Aid Certification.
- b. Obtain, at a minimum, a Certificate in Management/Supervision through college level classes.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/vacuum truck, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in

high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is sometimes loud.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Field Supervisor/Safety Coordinator** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Field Supervisor/Safety Coordinator

Date

Print Name: _____

Public Works Supervisor

Date