

## **ASSISTANT FIELD SUPERINTENDENT**

### Definition

This is a management position. Under direction, to assist in the planning, organizing and supervision of District employees engaged in the installation, maintenance and repair of water distribution systems and facilities; and to do related work as required.

### Examples of Duties

- Assists the Field Superintendent in estimating equipment, manpower, materials needs and costs for work projects.
- As assigned, assumes responsibility for those office administrative activities designated by the Field Superintendent as being more routine in nature, to enable the Field Superintendent an opportunity to more regularly review field work in progress for efficiency and timeliness.
- Administers a variety of training programs, including commercial driver training.
- Conducts on-site safety inspections, and has authority to take necessary action.
- May represent the Field Superintendent and the District in dealings with other agencies, contractors and others; acts as Field Superintendent during the absence of regular incumbent.

### Typical Physical Activities

- Travels regularly by vehicle in inspecting District facilities and field operations.
- Occasionally works in an outdoor environment.
- Communicates orally with District staff and the public in face-to-face, one-to-one and group settings.
- Uses office equipment such as computer terminals, copiers, and fax machines.
- Walks on uneven terrain.
- Sit for extended time periods.
- Hearing and vision within normal ranges.
- Regularly uses a telephone for communication.

### Employment Standards

#### Knowledge of:

- Principles of supervision and training.
- Practices and equipment used in the installation, operations and maintenance of water distribution systems and facilities.
- Principles and practices used in the operations and maintenance of water storage and treatment systems and facilities.
- Principles and practices used in automotive and equipment maintenance and usage.
- Basic budgeting principles.

#### Ability to:

- Plan, organize and supervise the work of others.
- Train other employees.
- Follow technical directions with minimal supervision.
- Communicate effectively, both verbally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

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### Desirable Qualifications:

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible experience in the construction, operation or maintenance of water distribution systems and facilities, including at least one year in a supervisory capacity.

Education: High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

### License Certificate Registration Requirement:

Driver License: Possession of a valid appropriate California driver's license, Class C, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possess or acquire within one year, a State of California, Department of Health Services Distribution Operator Certification Grade D-2.

***The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***