

**BOARD POLICY**  
**Lake Oroville Area Public Utility District**

**TITLE: JOB DESCRIPTION – FOREMAN/  
FIELD OPERATIONS TECHNICIAN**

**NUMBER: 2327**

**ADOPTION DATE: June 9, 2009**

**2327.1 General Job Description**

Under the supervision of the Field Operations Supervisor assists the Field Operations Supervisor in overseeing sewer main line installation and repair, trains new employees in method, equipment and practices used in sewer line installation and repair; supervises construction projects and street repair; operates, hydraulic sewer cleaner, trucks and hand equipment in the excavation, backfilling and pavement repair involved in the installation, repair and maintenance of sewer lines and related equipment; performs a variety of unskilled and semi-skilled tasks in sewer line installations assists in construction and maintenance of District property, shares standby and emergency responsibilities with other field personnel; and, assumes the responsibilities of the Field Operations Supervisor in his absence

- (a) plans and prepares project and work schedules, and assigns individual employees and crews to specific tasks, in the absence of the supervisor;
- (b) supervises and assists individual employees and crews in performing specific construction, replacement and/or repair project tasks to assure satisfactory performance of the sewer system;
- (c) reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, structures (e.g., manholes, cleanouts, pump stations, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;
- (d) accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects;
- (e) responsible for fostering positive public relations in responding to questions and requests from District customers regarding service and maintenance;
- (f) acts and supervises employees in the positions of Carpenter, Equipment Operator, Mechanic, Welder, Pipe Layer and Utility Worker;
- (g) trains, or assists in training of subordinates;
- (h) develops and presents to subordinates information relating to safety in conformance with District's safety program; and,
- (i) processes records relating to job costs and time expenditures of equipment and District personnel.
- (j) provides construction inspection and followup;

- (k) shares on call responsibilities and emergency responsibilities with other field personnel;
- (l) maintains and repairs district mechanical equipment, vehicles and construction equipment, maintains inventory of spare parts, maintenance items, reads and interprets mechanical equipment and vehicle specifications
- (m) acts and supervises employees in sewer pipe installation, backfilling, pavement and surface restoration;
- (n) acts and supervises employees with routine closed circuit video monitoring of the District collection system;
- (o) knowledge in servicing and maintaining the Villa Verona Assessment District Step System;
- (p) Under minimal supervision, operates telemetry and process control network allowing wireless communications to the District pump stations using a Supervisory Control and Data Acquisition system (SCADA). Makes routine and emergency remote system operational changes and prepares reports. Must possess excellent computer operational skills and assists in technical training to other field personnel in all areas of SCADA operation; use of computer word processing and spreadsheet programs; current hardware and software systems, principles and techniques of computer operations including security procedures.

## **2327.2 Prerequisite Qualifications**

**2327.2.1** High school diploma or the equivalency thereof.

**2327.2.2** Five years of experience, or combination of training and experience, as a District journeyman, or comparable non-District position.

**2327.2.4** Knowledge of capability and operation of construction tools and equipment.

**2327.2.5** Knowledge of District's sewer collection system.

**2327.2.6** Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in sewer collection systems.

**2327.2.8** Ability to use, or learn within a reasonable time, latest versions of Microsoft Excel and Word.

**2327.2.9** Possesses a valid class "A" California driver license and have a satisfactory driving record.

**2327.3** Basic Work Hours: 7:30 AM to 4:00 PM, Monday through Friday.

**2327.4** Hourly Compensation:

**2327.5** Essential Job Duties:

**2327.5.1** Task: Gives supervisory direction to, and assists individual employees and crews in performing a variety of manual tasks involved in the construction, replacement and/or repair of domestic and sewer systems;

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

**2327.5.2** Task: Prepares work schedules and job cards, reads contracts, specifications, details and plans, and does other paper work appurtenant to work in progress.

Physical Demand: Sitting; standing; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

**2327.5.3** Task: Uses calculating machines and computer programs to determine quantities of material, labor and equipment hours, and other values associated with work in progress.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

**2327.5.4** Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of management.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

**2327.5.5** Task: Conducts meetings of personnel to disseminate information regarding work assignments, safety issues, etc.

Physical Demand: Sitting; standing; speaking; hearing.

**2327.5.6** Task: Inspects construction in progress by private contractors of sewer facilities to enforce compliance with District policy, rules and regulations, and gives direction regarding necessary adjustments or changes in constructed facilities.

Physical Demand: Standing; walking over uneven ground; stooping; bending; squatting; climbing; sitting; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2327.5.7** Task: Interacts in person or by telephone with District customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to District facilities.

Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; driving vehicle.

**2327.5.8** Task: Inspects District facilities and/or the ground surface in and around the area of underground District facilities to plan repairs and surface restoration after repairs are complete.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; driving vehicle.

**2327.5.9** Task: Prepares as-built drawings of District facilities that have been constructed, repaired and/or replaced, and submits same to engineering personnel for incorporation into District's mapping system.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; walking over uneven ground; use of hands to finger, handle, or feel objects, tools or controls.

**2327.6** Environmental Demands:

**2327.6.1** Outside: Works outside frequently in a variety of weather conditions reaching +100°F.

**2327.6.2** Inside: Occasionally works indoors in temperature-controlled environment.

**2327.6.3** Fumes/Gases: Exposure to fumes from construction equipment, and dust from construction operations.

**2327.6.4** Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

**2327.7** Mental Requirements:

**2327.7.1** Reading: Reads technical manuals, maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of sewer facilities.

**2327.7.2** Writing: Writes daily work orders, reports, memos, messages, daily payroll entries, prepares as-built sketches, and fills out other information forms in the absence of the supervisor.

**2327.7.3** Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**2327.7.4** Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

**2327.7.5** Repetition: Minimal repetitive work.

**2327.7.6** Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

**2327.7.7** Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

**2327.7.8** Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.