

Code: 2752

Title: FIELD OPERATIONS MANAGER

SUMMARY: Plans and administers the operation, maintenance and repair of the public sanitary sewage conveyance, including all gravity and pumping facilities, odor and vector control programs and associated administrative and technical support activities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Administers and directs operation, maintenance and repair of the public sanitary sewage conveyance system including all gravity and pumping facilities, odor and vector control programs and associated administrative and technical support activities;

Manages, supervises and evaluates personnel engaged in the operation, administration, maintenance, and repair of sanitary sewers and related appurtenances and programs;

Develops, implements, directs and oversees division safety and training programs;

Administers the activities of the field operations division and ensures compliance with applicable industry standards of federal, state and local regulatory requirements with specific emphasis on National Pollutant Discharge Elimination System (NPDES) permits and requirements;

Coordinates operations of the division with other departments, agencies, public entities, vendors and contractors;

Develops and oversees the administration of the division's fiscal year budget;

Reviews and approves Field Operations Assistant Manager's recommendations for enhancements to the parts, equipment and supplies inventory system, for beneficial changes to the administrative and technical services functions, and for conveyance system gravity and/or wastewater pumping systems facility improvements;

Oversees contracts and vendors activities, bids and appropriate documentation;

Develops, implements and manages the division operational and administrative policies and procedures;

Plans, coordinates and administers the implementation of a year round vector control program, and other special projects and programs within the public sewage conveyance system;

Researches, develops and submits routine, recurring and special reports to Regional Wastewater Reclamation deputy directors and other agencies;

Assures maintenance of comprehensive documentation of all operations, maintenance and modification activities associated with assigned systems and facilities;

May coordinate or provide specific staff and supervisory training pertaining to administration of operations and maintenance of public sanitary sewage conveyance systems, gravity and pumping facilities.

KNOWLEDGE & SKILLS:

Knowledge of:

- engineering principles related to the planning, design, and operation of gravity, pumping and pressurized sanitary sewage conveyance facilities;
- local, state and federal regulations and standards related to safe, effective and efficient operation and environmentally sound operation and maintenance of sanitary sewage conveyance system, gravity and pumping facilities;
- equipment selection, and its operation and maintenance;
- computer systems and their application to managing sanitary sewer conveyance system operation and maintenance programs;
- principles and practices of effective supervision and administration.

Skill in:

- planning and administering the operation and maintenance of a public sanitary sewage conveyance facilities and systems;
- managing, supervising and evaluating employees;

- developing and implementing division's policies and procedures;
- interpreting and applying applicable federal, state and local government statutes, ordinances and regulations;
- preparing technical specifications, contract documents, and concise reports;
- budget development, monitoring and management;
- training employees, making oral presentations to interested groups and agencies;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university in civil, environmental or industrial engineering, biological sciences, chemical sciences, business management, and/or operations management and five years experience in the administration, planning, design, installation, operation, maintenance and/or repair of sanitary sewage conveyance facilities, similar wastewater facilities or water conveyance/treatment facilities, including two years of supervisory experience, which may be concurrent with general experience.

(A Master's degree from an accredited college or university in one of the cited disciplines may substitute for one year of the aforementioned experience.)

(Additional experience may substitute for the aforementioned education from an accredited college or university on one-for-one year basis.)

OR:

(2) Three years of experience with Pima County as a Field Operations Assistant Manager.

OTHER REQUIREMENTS:

Licenses and Certificates: Within one year of appointment must obtain and maintain Arizona Department of Environmental Quality Certification as a Grade 4 Wastewater Collection System Operator. Some positions may require possession of valid Arizona Class D driver's license at time of appointment and must be maintained as a condition of employment. Some positions may require State of Arizona Structural Pest Control Commission Arizona Restricted Use Pesticide Certificate. Failure to obtain and maintain a current license/certification shall be grounds for termination.

Special Notice Items: Some positions may carry the risk of exposure to infectious diseases, asbestos or wastewater products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.