

Job Title: Field Manager

Department: Dandridge Water Management Facility

FLSA Status: Non-exempt – Full-time

Starting Pay Scale Salary Range: \$31.43

Summary: Under supervision, assists in directing the day-to-day field activities of the Dandridge Water Management Facility and participates in the work activities of assigned crew personnel performing equipment operations, technical skills and manual labor, while controlling those tasks required to perform the construction, maintenance and repair of the Town's water and wastewater system. Exercises judgement in the management of construction, repair, maintenance and operations of the water distribution and wastewater collection systems; the work involves responsibility for the application of professional technical knowledge and skills aid with analysis, planning, coordination, inspection and implementation of water and wastewater operations. Communicates both orally and in writing within the department, other utilities, contractors or citizens concerning job related tasks and assignments.

Essential Duties and Responsibilities include the following and are examples of the work and are not necessarily all-inclusive. Other duties may be assigned

- Assists with assigning daily field work activities; ensures work is completed properly; trains or directs employees for work assignments in a safe and timely manner to ensure all employees follow all policies, procedures and regulatory requirements.
- Directs utility crew in installing, repairing or performing any maintenance activities for collection or distribution systems: installs water and sewer taps; inspects or repairs lift stations, leaks, hydrants, valves, meters, pressure regulators, and related equipment. Performs other duties relating to construction and maintenance of Town of Dandridge property.
- Supervises new construction of water and wastewater projects from planning to completion.
- Operate and train employees on proper operation of equipment such as dump trucks, tapping machine, loaders, backhoes, hydro-hammers, CCTV equipment, sewer jetter, compressors, pneumatic tools, etc., after proper training.
- Assists in preparing the work site and in ensuring that equipment, materials, and tools are available.
- Locates water or sewer assets from maps, drawings, and sketches.
- Performs physical labor work as required, including using a shovel and bar; assists in rigging to move and place heavy materials.
- Complete standardized forms accurately; keep simple records; in a timely manner, completes job documents accurately and completely.
- Utilizes technology offered to ensure proper work is accounted for in work order system or mapping.
- Complies with all TOSHA regulations and observes and directs others regarding proper safety precautions; maintains tools, supplies, equipment, and the work site in a safe condition; learns to install shoring in trenches as directed; sets up and places traffic warning devices and barricades.
- Subject to after-hour call out for emergency work and rotates on Operation's standby roster.

Supervisory Responsibilities:

- Exercises supervision over field employees.

Competencies:

- Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- Dependability: Responds to requests for service and assistance. Follows instructions, responds to management direction. Take responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.

- **Judgment:** Displays willingness to make decisions and in timely manner. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develop alternative solutions. Works well in group problem solving situations.
- **Initiative:** Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Take independent actions and calculated risks. Look for and takes advantage of opportunities. Ask for help when needed.
- **Job Knowledge:** Competent in required job skills and knowledge. Exhibits the ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- **Customer Service:** Displays courtesy and sensitivity. Manages difficult or emotional situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Required Education and/or Experience:

High school education or G.E.D. 5 years experience in water and wastewater utility operations.

Knowledge, Skills, and Abilities:

Must possess a thorough knowledge of principles, practices, methods and equipment applicable to modern water and wastewater utility management; all State, Federal and Town regulations applicable to water and wastewater operations and maintenance; ability to communicate effectively, in English, both verbally and in writing, with employees, consultants, other governmental agency representatives, Town officials and the general public; ability to establish and maintain effective working relationships with employees, other divisions, departments and the public.

Ability to plan and direct the activities of personnel in the construction, repair, operation and maintenance of water and wastewater facilities and in the delivery and quality control of domestic drinking water; work in a cooperative and productive manner; identify and resolve problems in water and wastewater operations; establish work procedures and project priorities in a manner most conducive to the efficient operation of the entire water and wastewater systems; understand and interpret engineering plans and work orders and develop estimates there from; and ensure proper documentation of work activities.

Certificates, Licenses, Registrations:

Must possess a Tennessee driver's license and have a satisfactory driving record. Appointment to this position may require an unrestricted Tennessee Commercial Class A or B driver's license. Ideal candidates would possess a State of Tennessee Grade II Water Distribution and/or a Grade II Collections license.

Physical Demands:

Must be willing to work outside under varying climatic conditions. Must possess physical characteristics to perform critical job duties, including the ability to lift and carry tools and equipment weighing up to 90 lbs. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.