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## FIELD SERVICES OFFICE COORDINATOR

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### **DEFINITION**

Under general supervision, plans, leads, assigns and participates in the work of crews engaged in the maintenance and repair of water and sewer systems; maintains inventory.

### **SUPERVISION EXERCISED**

May provide functional supervision of subordinate personnel.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Schedule personnel to ensure timely maintenance, repair and or replacement of water mains and sewer lines, valves and hydrants.

Participate in locating utility lines and video inspection of pipes and lines; coordinate activities with Dig Alert and other Underground Service Alert agencies.

Coordinate activities with utility companies and other agencies.

Schedule and coordinate work assignments and staff.

Ensure adherence with regulatory compliance requirements.

Maintain inventory and order parts, supplies, machinery and equipment.

Prepare cost/time estimates, reports and records.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Methods, techniques and equipment used in water and sewer line maintenance, repair and construction.

Supplies and equipment used in water and sewer line maintenance and repair.

Techniques used in training and supervising subordinate personnel.

Record keeping and reporting.

**ABILITY AND SKILL TO:**

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Maintain inventory.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Train and supervise subordinate personnel.

Prepare cost/time estimates

Perform duties of an emergency worker in the event of a natural or other disaster.

**QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

High School graduation and four (4) years experience in the maintenance and repair of water and sewer lines. Scheduling and inventory experience highly desirable.

**LICENSE OR CERTIFICATE**

Possession of a valid Class B California Driver's License with Air Brake Endorsements and a good driving record

Grade II Water Distribution Certificate

Grade II Water Treatment and Backflow Certificate desirable



**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

