

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

FIELD OPERATIONS SPECIALIST I/II

DEFINITION

Under direct (Field Operations Specialist I) or general (Field Operations Specialist II) supervision, performs a variety of work in the operations and maintenance of the District's groundwater recharge facilities and related property; coordinates water diversion activities; monitors for water flow and maintains production records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Field Operations Specialist I) or general (Field Operations Specialist II) supervision from the Field Operations Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Field Operations Specialist I: This is the entry-level classification in the Field Operations Specialist series. Initially under close supervision, incumbents learn a variety of duties performed in the operations and maintenance of the District's groundwater recharge facilities and related property. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Field Operations Specialist II: This is the journey-level classification in the Field Operations Specialist series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive general instruction and assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit including complete working knowledge of tools, equipment, and machinery used. This class is distinguished from Field Operations Supervisor in that the latter is the full supervisory level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff.

Positions in the Field Operations Specialist II level are most often filled by advancement of incumbents at the I level after gaining the required knowledge, skills, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Field Operations Specialist I level may perform some of these duties and responsibilities in a learning capacity.

- Performs a variety of duties in support of District maintenance and operations activities related to groundwater recharge, including weed control and maintenance and repair of canals, basins, levees, roads, gates, weirs, and other facilities.
- Monitors and records water and reservoir levels; regulates water levels into or out of reservoirs as needed.
- Constructs, installs, repairs, and maintains infrastructure such as access roads, fences, and gates utilizing a variety of tools and equipment.
- Operates and maintains manual and power tools as well as light to heavy power-driven equipment; ensures the proper functioning of tools and equipment to minimize damage and safety hazards.
- Monitors wells and clears vegetation from ponds and canals; identifies and monitors invasive plants; applies pesticides.
- Coordinates groundwater recharge activities and maintenance activities with other District departments, consultants, contractors, and outside agencies.
- Monitors work of maintenance and repair contractors on District facilities.
- Conducts and records meter and weir readings, monitors gauges and pumping equipment, and maintains accurate logs of readings.
- Inspects, operates, and maintains a variety of pumping equipment, emergency systems, and pipe systems.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; procures parts and supplies; and prepares work orders or notes service requirements.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Field Operations Specialist I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, practices, tools, and materials used in the operation and maintenance of the District's recharge facilities.
- Operation and maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.

- Safety principles, practices, and procedures of groundwater recharge facilities, including related equipment and hazardous materials.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record-keeping.
- Safe driving rules and practices.
- Basic computer software related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Operate a variety of manual and power-driven tools and equipment used in the operations and maintenance of water recharge facilities.
- Perform basic modification, maintenance, and repair work on groundwater recharge facilities and other related equipment.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret a variety of meters and gauges.
- Collect and compile information and data.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Field Operations Specialist I/II: Equivalent to completion of the twelfth (12th) grade.

Field Operations Specialist I: One (1) year of experience in field work with water systems and water recharge systems.

Field Operations Specialist II: Two (2) years of experience in field work with water systems and water recharge systems or one (1) year of experience equivalent to the Field Operations Specialist I.

Licenses and Certifications:

- Possession of a valid California Driver's license to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, including traversing uneven terrain, climbing to access equipment; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 90 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.