
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description – Field Operations Supervisor

POLICY NUMBER: 2943

2943.1 Description. Under supervision of the General Manager, the Field Operations Supervisor assigns, reviews, and evaluates the work of all field personnel in the installation, maintenance and repair of [services provided] facilities; consults with the General Manager on general priorities, plans and policies; recommends and submits projects to the General Manager for inclusion in the annual budget; insures that operations, plans and personnel are sufficient to meet day-to-day as well as emergency situations; reads and interprets plans and specifications; performs inspection of private construction of [services provided] facilities; assures that vehicles, equipment and facilities are maintained in proper working order; evaluates daily work load and determines priorities, subject to approval of the General Manager; coordinates work with other agencies; meets customers and resolves complaints and problems; evaluates performance of subordinates; conducts training programs; and, requisitions parts and supplies.

2943.2 Required Qualifications. He/she must possess five years increasingly responsible experience in the construction, operation and maintenance of [services provided] facility, or similar facility, including at least two years in a supervisory capacity. He/she must possess the equivalent to graduation from high school, preferably supplemented with college-level work in some phase of engineering, construction inspection, mechanics, welding or industrial administration. He/she must possess an appropriate California driver's license.

2943.3 Desirable Qualifications. He/she should possess knowledge of: principles of supervision and management; methods, materials and equipment used in [services provided] construction, maintenance and repair; laws and regulations governing [your type of special district]; techniques used in planning and evaluation; and, engineering and surveying principles. He/she should have the ability to: plan, supervise and evaluate the field operations of [your type of special district]; collect and interpret data; analyze emergency situations and take effective action; and, promote and maintain cooperative relations with customers, employees, public and private agencies, and the general public.