

Field Operations Specialist

Supervisor: Senior Environmental Engineer

Status: A

GENERAL DESCRIPTION

Performs field sampling and inspections, data accumulation and processing, and other field related work necessary to implement the Judgment as directed by the Senior Environmental Engineer. Frequent contact with producers, water agencies, engineering companies, consultants, and service suppliers is required. Receives direct supervision from the Senior Environmental Engineer, and interacts closely with the Sr. Field Operations Specialist(s), Water Resources Sr. Associate(s), and the Water Resources Associate(s). Also interacts with Watermaster management, and the administrative and accounting staff.

TYPICAL DUTIES

The duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class. Duties could include:

1. Perform various monitoring program tasks to support Watermaster projects including: groundwater quality sampling, groundwater level measurements, well production, meter reading, surface water quality sampling, recharge basin spreading, and other project tasks.
2. Identify changes in well or property owner, well user or property tenant, well status, and conducts field verifications.
3. Collect and input data, and prepare reports and data analyses related to projects.
4. Assist the Sr. Field Operations Specialist(s), Water Resources Sr. Associate(s) and the Water Resources Associate(s) on projects or duties as assigned.
5. Ensure proper preventive maintenance and maintenance records on company vehicles.
6. Perform office maintenance and warehouse duties (storage of records, records retrieval, some minor office maintenance and repair).
7. When requested, assist administrative staff with meetings and supply orders.
8. All other duties as assigned.

QUALIFICATIONS

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Typical ways to obtain the knowledge and abilities would be:

Educational Background:

- Equivalent to completion of high school.
- Some community college classes would be helpful but not a requirement.

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Knowledge and Special Skills:

- Skilled in the use of PC.
- Demonstrate an acceptable level of proficiency in the Microsoft applications of Outlook, Word and Excel.
- Bilingual English/Spanish speaking preferred.
- Demonstrate acceptable performance of assigned tasks. Measurements include: interpersonal skills and the ability to work in cooperation with others, planning and organization, flexibility, initiative, problem-solving and decision-making, productivity and efficiency, accuracy and work quality, job knowledge, and written and verbal communication skills.

License or Certificate:

- Must possess and maintain a valid California Driver License (Class C) and provide proof thereof and maintain a driving record acceptable to the Watermaster's automobile insurance carrier.

Physical Demands:

- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear in a clear manner.
- Regularly lift, carry and/or move up to ten pounds, and occasionally lift, carry and/or move up to twenty-five pounds, all without assistance.
- Ability to bend, stoop, stretch, and kneel.
- Normal dexterity of hands and fingers to handle or feel objects, tools, or controls.
- Ability to hear clearly over other distractions.
- Must tolerate moderate noise level and interruptions in open office environment.
- Normal ability to see, distinguish color, and hear.
- Drive a vehicle and walk over uneven terrain near well sites.
- Ability to employ initiative, tact, and discretion appropriate to the service performed.
- High requirement for hand coordination, visual, and cognitive abilities.
- Reach with arms and hands.
- Sustained posture in a seated position.
- Moderate use of computer terminal and keyboard.

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Work Environment

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Occasionally work around construction equipment.
- A combination of outside field work (majority) and an office environment.
- Noise level usually quiet to moderate in office environment.
- Some work is performed outdoors involving exposure to weather, temperature extremes, loud noise, dust, work safe hazards, and encountering of various agricultural operations.
- Exposure to some hazardous chemicals such as acids and bases, and chemical fumes.
- May require working in some small, constricted spaces.