



## **Job Description**

Job Title: <b>Field Services Manager</b>		
Department: <b>Administration</b>		
Location: <b>Gold Hill, OR</b>		
Reports to: <b>City Manager</b>		Travel Required: <b>Yes</b>
Last updated: <b>04/25/2025</b>		
Direct Reports: <b>Field Services staff</b>	Type of position: <b><u>Full-time</u></b> Part-time Limited Duration    On-Call Intern	Hours: <b>32-40 hours / week</b> Exempt <b><u>Non-exempt</u></b>

### **ESSENTIAL JOB FUNCTIONS**

1. Assist with preparation, development, management, and oversight of budgets.
2. Review and recommend code amendments.
3. Manage bid processes, negotiations, and oversee the performance of contractors.
4. Conduct short and long-range planning and public works project management.
5. Review land-use applications for compliance with city code and state law, including zoning, subdivision and development regulations. Review construction plans and specifications. Present projects to planning commission or council as needed.
6. Perform site visits and inspections related to city permits and land use applications.
7. Learn, interpret, and explain City codes and ordinances. Compile and evaluate technical information pertaining to code investigations and violations. Make field inspections and enforce codes and ordinances related to nuisance abatement, junk, and debris.
8. Conducts onsite zoning inspections and re-inspections; investigates and determines existence and type of zoning, housing, signage, health, noise, animal, property maintenance, public safety,

and/or nuisance code violations and recommends corrective actions to bring about compliance, determines time frames for compliance. Conducts research regarding property ownership, current and past permits and applications.

9. Composes, types, files and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness. Present and testify to judicial bodies.
10. Manage and oversee the work of Field Services staff and volunteers. Assist in projects as needed.
11. Oversee and assist in maintenance and upkeep of city owned facilities and properties, including city hall, parks, water treatment plant, field shop, parking lots, and any other structures.
12. Be proficient in small power tools such as chain saws, power saws, weed eaters, riding and push lawn mowers, hedge trimmers, etc. May need to use welder. Ability to run mid to heavy equipment such as skid steer, excavator, grater, or like equipment.
13. Keep the city right of ways, streets, and alleyways clear of debris and overgrowth.
14. Maintain community wildfire risk reduction through fuels reduction.
15. Maintain and repair storm water system, city water flow and erosion control.
16. Maintain, repair, and upgrade transportation systems including roads, alleys, right of ways, curbs, sidewalks, and parking lots.
17. Repair water distribution systems, in coordination with contracted water systems operator.
18. Replace and maintain water meters and conduct monthly reading of water usage.

### **AUXILIARY JOB FUNCTIONS**

Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Provides oversight and management of Field Services staff and volunteers.

### **SUPERVISION RECEIVED**

Receives supervision from the City Manager.

### **ACCOMMODATIONS**

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

## **QUALIFICATION REQUIREMENTS**

### **Education, Training and Experience**

1. Education: Bachelor's degree in engineering or urban planning.
2. Experience: A minimum of five years progressively responsible management level experience in public administration.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

### **Special Requirements**

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point-to-point transportation available.
2. Other: Pass Criminal History Background Check; demonstrate proficiency in construction and use of machinery. Certification in building inspection and/or planning is preferred, but not required.

## **PHYSICAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

(1) Mobility: frequent standing, walking, sitting, bending, squatting, working in awkward positions; frequent performance of heavy manual labor; occasional sitting, climbing. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting over 100 pounds. (3) Vision: constant use of overall vision; use of vision to identify mechanical problems; occasional use of color vision. (4) Dexterity: occasional grasping, holding, and reaching; occasional use of touch only to perform work. (5) Hearing/Talking: frequent hearing and talking in person; use of hearing to recognize mechanical problems. (6) Emotional/Psychological: frequent coworker contact; occasional working alone.

## **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an outdoor field environment with exposure to various weather conditions as well as exposure to noise, unpleasant odors, chemicals, and other environmental substances; incumbents may work in or around water, dirt, oil, grease, or fumes, may have to travel to and from various job sites, and may require some exposure to hazardous traffic conditions.

## **ADDITIONAL INFORMATION**

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the

position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.