

**MARYLAND ENVIRONMENTAL SERVICE  
JOB DESCRIPTION**

**Job Title:** Field Operations Supervisor

**FLSA Status/Grade:** Non-Exempt/5

**Group:** Various

**POSITION SUMMARY**

Plans, coordinates and directs the daily functions of assigned operations facility and supervises equipment operating staff.

**ESSENTIAL FUNCTIONS**

Supervises operations staff. Provides guidance and training as necessary.

Revises and coordinates operations and field activities. Establishes daily and long term facility production goals. Tracks and revises progress as necessary.

Determines what equipment is required for field operations and assists with coordination of equipment maintenance and use.

Records relevant field activities including daily equipment operation, production and related records to be used in project reports.

Assists with the specification and procurement of facility equipment and contracted services.

Operate MES vehicles and equipment.

**OTHER RESPONSIBILITIES**

Assists the Operations Manager with daily activities and achievement of operations goals.

Operates facility equipment.

This position may be designated as Site Supervisor when Operations Manager is not present.

Performs other work related duties as assigned.

### **SUPERVISORY REQUIREMENTS**

Manages subordinate supervisors who supervise employees at the assigned facility. Responsible for overall direction, coordination and evaluation of managed staff. May also supervise non-supervisory employees. Responsibilities include interviewing, hiring and training employees; planning, delegating and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

### **EDUCATION AND EXPERIENCE**

Graduation from a standard high school or GED plus one year of supervisory experience in field operations, recycling/solid waste or construction activities and three years prior experience operating heavy equipment.

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

Must be able to pass standard physical exam.

Must have the ability to communicate effectively, orally and in writing and the ability to follow oral and written instructions.

### **LICENSES AND CERTIFICATIONS**

Valid driver's license with less than six points under Maryland law.

Appointment to some sites may also require Commercial Drivers License with specific endorsements.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand and walk. Must use hands and arms to handle equipment. Occasionally required to stoop, kneel, crouch or crawl to service equipment. Must be able to talk and hear.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Field Ops Supervisor

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## **WORK ENVIRONMENT**

This position requires work indoors and in outdoor weather conditions. May require travel by boat to some job sites. May be exposed to heat, cold, wind, rain, snow, mud, ice and dust. The noise environment is usually quiet but may occasionally be moderate to loud.

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