

## MAINTENANCE SUPERVISOR

### **DEFINITION:**

Under general direction of the Collection System/Maintenance/Safety Manager, plans, directs, and supervises the activities involved in the construction, maintenance and repair of mechanical, electrical and instrumentation systems and equipment as found in wastewater collection systems, treatment plants, reclamation and recycled water facilities and related facilities; coordinates construction, maintenance and repair activities with operations, laboratory, collections, administration and engineering activities; ensures all federal, state and local regulatory requirements are met; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Collection System/Maintenance/Safety Manager. Exercises direct supervision over maintenance staff.

### **CLASS CHARACTERISTICS:**

This is a full supervisory level classification exercising independent judgment on diverse construction, maintenance, and repair matters. The incumbent oversees day-to-day maintenance and participates in all activities required to ensure the District wastewater treatment plant, pump stations and related facilities are maintained in a safe and effective working condition. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Collection System/Maintenance/Safety Manager in that the latter is responsible for the oversight of the construction, installation, inspection, cleaning and preventative and corrective maintenance of the District's treatment plant, wastewater collection system, pump stations and related facilities and equipment.

### **EXAMPLES OF DUTIES:**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Plans, schedules, assigns, and supervises the construction, maintenance and repair of the wastewater treatment plant, pump stations, reclamation, and recycled water facilities and related mechanical, electrical and instrumentation systems and equipment; evaluates employee performance, counsels employees and effectively recommends disciplinary actions; assists in selection and promotion.

- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures for routine and emergency maintenance and repair.
- Monitor's activities of assigned maintenance staff; identifies opportunities for improving service delivery methods and standard operating procedures; makes recommendations for process changes; reviews with and/or notifies appropriate management staff; implements improvements.
- Trains staff in work and safety procedures and in the use of equipment; implements safety procedures and standards; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair and replacement of tools and equipment.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance and repair projects and activities; procures equipment, materials and tools required to perform the work; participates in the annual budget preparation; develops and administers supply and service contracts; prepares detailed cost estimates with appropriate justifications, as required; monitors expenditures.
- Inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Participates in the design and construction of Capital Improvement Program and maintenance projects; oversees the work of contractors and consultants to ensure compliance with District standards and regulatory requirements.
- Assists in planning, prioritizing, and scheduling long-range capital improvement and maintenance projects in coordination with management.
- Implements, maintains, and reviews preventative and corrective maintenance programs; assists the Collection System/Maintenance/Safety Manager in overseeing and implementing computerized maintenance management system/program.
- Maintains regulatory and maintenance data and records.
- Serves as point of contact to contractors, consultants, regulatory and external agencies and the public related to the construction, maintenance and repair of the wastewater treatment plant, pump stations, reclamation, and recycled water facilities and related mechanical, electrical and instrumentation systems and equipment.
- Works in a collaborative effort with collection system and treatment plant operations staff and management, including responding to collection system ad operations emergencies or activities as required.
- Ensures District facilities are maintained in a clean, orderly, and safe condition.
- Acts in the capacity of the Collection System/Maintenance/Safety Manager in the individual's absences as needed.
- Supervises, ensures compliance with and observes all District and mandated safety rules, regulations and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns to assigned manager.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Perform related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Methods and techniques related to the construction, maintenance, repair, cleaning and preventive and corrective maintenance of the wastewater treatment plant, pump stations, reclamation, and recycled water facilities and related mechanical, electrical and instrumentation systems and equipment.
- Methods, tools, and testing equipment used in the installation, maintenance, calibration, and repair of electrical, electronic, instrumentation and mechanical equipment and systems.
- Basic mechanical, electrical and hydraulic principles.
- Principles and practices of administering and maintaining asset management and preventative and corrective maintenance programs.
- Principles and practices of budget and capital improvement program development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, policies, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices, and procedures, including confined space entry.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions, project and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures and work standards.
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Plan, schedule, and supervise the construction, maintenance and repair of wastewater treatment plant, pump stations, reclamation and recycled water facilities and related mechanical, electrical and instrumentation systems and equipment.
- Read, interpret, retrieve and produce drawings, blueprints, maps and specifications.
- Analyze operational and maintenance data for equipment and systems maintenance decisions.
- Interpret, apply, explain and ensure compliance with applicable federal, state and local policies, procedures, laws and regulations.

- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Perform the most complex construction, maintenance and repair duties and operate related tools and equipment safely and effectively.
- Prepare reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, recordkeeping, and asset management systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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:*

Equivalent to the twelfth (12th) grade and completion of an electrical, instrumentation or related apprenticeship or completion of a two-year program at an accredited college or trade school and five (5) years of increasingly responsible experience in the maintenance of wastewater treatment plant, pump stations, reclamation, and recycled water facilities and/or related mechanical, electrical and instrumentation systems and equipment.

**LICENSES AND CERTIFICATIONS:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

**PHYSICAL DEMANDS:**

Must possess mobility to work in a wastewater treatment plant setting and in the field; stamina and mobility to work in confined spaces and around machines, to climb and descend ladders, to use specialized test equipment, to operate varied hand and power tools and 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. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard 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 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

**ENVIRONMENTAL ELEMENTS:**

Employees work in a wastewater treatment plant and in the field, and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes.

**OTHER REQUIREMENTS:**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."