



FINAL DRAFT

**PLANT MAINTENANCE SUPERVISOR
Salary Grade 225**

DEFINITION

Under general direction, plans, directs, supervises, and participates in the daily operations and activities related to the maintenance of wastewater treatment plant equipment, facilities, and related appurtenances in a continuously operating wastewater treatment plant, pump stations and related facilities; maintenance areas include electrical, electronic, mechanical, plumbing, carpentry, welding, and concrete work; ensures that all federal, state, and local regulatory requirements are met; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Services Director. Exercises direct supervision over plant technical maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory level classification in the wastewater treatment plant maintenance functional area that exercises independent judgment on diverse maintenance and repair matters, and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent oversees and participates in day-to-day maintenance activities to ensure that District wastewater treatment and pumping facilities systems and equipment are maintained in a safe and effective working condition. The incumbent serves in the capacity of working supervisor by performing the most complex maintenance and repair duties within the work unit, and ensuring that the District meets all regulatory agency requirements. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Operations Services Director in that the latter is a senior management class with responsibility for the oversight of all plant and facilities operations and maintenance through multiple subordinate levels of supervision.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff responsible for the maintenance and repair of wastewater treatment plant equipment, facilities, and related appurtenances; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
- Assists in developing goals, objectives, policies, procedures, and work standards for programs related to the maintenance and repair of the District's wastewater treatment plant systems and equipment.
- Installs, modifies, and repairs wastewater mechanical treatment and pumping plant equipment and facilities.
- Assists in the preparation of the department's budget for maintenance and repair services.

- Serves in the capacity of working supervisor by performing the most complex electrical, electronic, mechanical, plumbing, carpentry, welding, and concrete work within the unit.
- Researches and recommends equipment purchases.
- Oversees and/or maintains accurate records and files related to the maintenance and repair of the wastewater treatment facilities; prepares, prioritizes, assigns and reviews work orders, and manages the computerized maintenance management system (CMMS) database.
- Writes and reviews scopes of work, plans and specifications for procurement and capital project development.
- Prepares updates and submits reports in a timely manner to management.
- Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- May operate heavy equipment including fork lift, overhead cranes, and hoists.
- Performs other 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.
- Preventive and corrective maintenance of activated sludge wastewater treatment and disposal facilities and equipment and of piping systems, including pipes, valves, pumps, motors, and related appurtenances.
- Methods, tools, and testing equipment used in the installation, maintenance, calibration, and repair of electrical, electronic, and mechanical equipment used in wastewater treatment and pumping facilities, including radios, telemetry equipment, communications equipment, and telephones.
- Basic elements of the National Electrical Code relevant to work performed.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.
- Basic mechanical, electrical, and hydraulic principles.
- Principles and practices of public agency contract oversight.
- Operation, repair, and maintenance practices of electrical motors, pumps and circuitry.
- General principles and practices of wastewater treatment.
- Occupational hazards and safety precautions of wastewater treatment.
- Modern office practices, methods, and computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Select and supervise staff; provide training and development opportunities; ensure work is performed effectively and evaluate performance in an objective manner.
- Effectively provide staff leadership and work direction.
- Oversee the work of assigned staff, and perform the most complex plant maintenance and repair duties within the work unit.
- Ensure that safety procedures are followed by staff.
- Perform safe and efficient advanced journey-level work in the implementation of a comprehensive preventive maintenance and repair program.
- Recognize and correct unusual, inefficient, or dangerous operating conditions.

- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Use test equipment in the installation, maintenance, calibration, and repair of electrical, electronic, and mechanical equipment.
- Read a variety of gauges, charts, and meters; record data accurately and make decisions based on data received.
- Interpret, explain, and administer laws, codes, regulations, policies, and procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Meet critical deadlines regarding plant activities including record and report generation and submission requirements.
- Make accurate mathematical calculations.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education

Equivalent to an associate degree in electrical, mechanical or electronic technology or a related field.

Experience

Six (6) years of progressively responsible experience in the maintenance and repair of wastewater or water treatment plant equipment.

Licenses and Certifications:

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.
- Must possess a California Water Environmental Association Grade III Mechanical Technologist or Electrical/Instrumentation Technologist Certification or the ability to obtain such certification within one (1) years of appointment to the classification.

PHYSICAL DEMANDS

Must possess mobility to work in a wastewater treatment plant environment; strength, stamina, and mobility to perform medium to heavy physical work, 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 construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials, charts and gauges and a computer screen; smell to identify odors; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator 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 up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a wastewater treatment plant and field environment and are exposed to 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. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Must be available for regular and emergency standby and weekend assignments and to be called-back and work emergency overtime as required.