

MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction, plans, schedules, assigns, reviews and supervises the work of skilled technical staff performing a variety of specialized technical duties related to the District's facilities, mobile fleet, electrical and mechanical equipment associated with the treatment, storage, transmission and distribution of potable, non-potable and recycled water, and the collection and treatment of wastewater; provides complex staff assistance to management staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over field, technical and administrative staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Maintenance Division of the Operations Department. Incumbents are responsible for assisting in formulating and developing unit goals and objectives, supervising assigned personnel, providing direct oversight to day-to-day activities staff, which ensures water treatment plants, booster stations, wells, storage reservoirs, lift stations, wastewater treatment plants, facilities, fleet vehicles and related equipment, easements, and properties are maintained in a safe and efficient manner. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, organizes, schedules, assigns, supervises, and reviews the work of mechanical, electrical, facilities, or fleet maintenance staff in the Operations Department, as assigned; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Recommends, prepares, implements, and supervises a preventive/predictive maintenance repair and replacement program for assigned mechanical, electrical, facilities, or fleet equipment.
- Monitors activities of assigned contractors; ensures contractor performance complies with contract provisions, specifications, and standards; reviews vendor and/or contractor invoices and proposals and recommends payment upon receipt of material and/or completion of work.

- Monitors activities for assigned work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes and reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies; coordinates and reviews the work plan for assigned maintenance services and activities; assigns work activities and projects; monitors workflow; inspects worksites before, during and after completion; reviews and evaluates work products, methods and procedures; meets with staff to resolve problems and to ensure work is completed in a satisfactory and thorough manner.
- Participates in annual budget preparation; identifies resource needs and prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files.
- Resolves complex customer questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Represents the District in meetings with members of other public and private organizations, community groups, contractors, developers, and the public; serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- Reviews blueprints, plans, schematics, diagrams, and maps as related to buildings, wells, pumping stations, hydraulic and pneumatic control equipment, and electrical control systems.
- Identifies and implements improvements and efficiencies within scope of assigned area.
- Participates and leads in safety and technical training sessions.
- Maintains files, databases, and records related to assigned function; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

When assigned to Mechanical Unit:

- Supervises the operations and work of staff engaged in the construction, installation, inspection, predictive, preventive, and corrective maintenance and repair of pumps, motors, blowers, gearboxes, motor control centers, process equipment and other types of mechanical, hydraulic, pneumatic, and electrical equipment used in the production, treatment, storage, transmission, and distribution of potable, agricultural, recycled water, and wastewater.
- Oversees specification development and performance requirements for equipment; provides input and assists in planning capital improvement and construction programs to enhance District's water treatment plants, booster stations, wells, storage reservoirs, wastewater treatment plants, and wastewater lift stations and related equipment and facilities.
- Oversees major repair projects and upgrades of mechanical systems equipment; reviews design plans and construction submittals; works with engineers to resolve problems with new installations, construction, and the purchase of replacement equipment.

When assigned to the Electrical Unit:

- Supervises the operations and work of staff engaged in the construction, installation, inspection, testing, calibration, predictive, preventive, and corrective maintenance and repair of electrical systems and process control instrumentation systems and related equipment used

in the production, treatment, storage, transmission, and distribution of potable, agricultural, recycled water, and wastewater.

- Oversees specification development and performance requirements for equipment; provides input and assists in planning capital improvement and construction programs to enhance District's water treatment plants, booster stations, wells, storage reservoirs, wastewater treatment plants, and wastewater lift stations and related equipment and facilities.
- Oversees major repair projects and upgrades of electrical systems, process control instrumentation and related equipment; reviews design plans and construction submittals; works with engineers to resolve problems with new installations, construction, and the purchase of replacement equipment.

When assigned to the Facilities Unit:

- Supervises the operations and work of staff responsible for the maintenance and repair associated with the District's water and wastewater utility facilities, equipment, structures, grounds, properties, and easements.
- Supervises the operations and work of staff responsible for environmental controls and HVAC systems, chillers, boilers, heat exchangers, ice banks, and related equipment.
- Supervises the operations and work of staff responsible for the maintenance and repair of fleet vehicles, heavy equipment, and stationary and portable generators.
- Oversees vehicle and equipment inventory, budget and replacement planning, and compliance reporting.
- Oversees building and site inspections and equipment monitoring associated with facilities maintenance operations; ensures maintenance of records and reports of work conducted or planned.
- Develops specifications for new service contracts, conducts job walks, reviews submittals, and serves as primary contact for work scheduling.
- Participates in planning and coordination of District events. Supervises setup and teardown to ensure tasks are performed to event standards.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a water and wastewater maintenance and repair program.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration and monitoring.
- Principles of preventive and predictive maintenance programs.
- Principles, methods, materials, tools, and equipment required for installation, operation, maintenance, diagnoses, and repair of potable water, agricultural water, wastewater, and recycled water equipment including but not limited to wells, pumps, pump drive gear heads, gear reduction boxes, conveyors, engines, blowers, valves, and other mechanical systems.
- Principles, methods, materials, tools, and equipment required for installation, operations, maintenance, diagnosis, and repair of complex electrical and instrumentation systems equipment including but not limited to motor control centers, control panels, switch gear, motors, circuit breakers, relays, automatic transfer switches, diesel generators, lighting systems, and industrial control systems.

- Principles of heating, ventilation, and air conditioning systems equipment and controls, refrigeration units, compressors, fan coils, chillers, boilers, heat exchangers, hot- and chilled-water loops, ice banks, and related equipment.
- Principles, methods, materials, tools, and equipment required for operations, maintenance, diagnosis, and repair of complex automotive and industrial fleet equipment including but not limited to automobiles, trucks, cranes, combination jet-vac trucks, dump trucks, backhoes, loaders, trailers, and other heavy equipment.
- The National Electric code.
- The Uniform Plumbing code.
- Principles, methods, materials, tools, and equipment used in the construction, maintenance and troubleshooting of electrical, mechanical, hydraulic, and pneumatic systems and equipment.
- Operating characteristics and applications of electrical test equipment.
- Principles of electrical theory as applied to electrical circuits and wiring systems.
- Principles of automotive and industrial equipment maintenance, troubleshooting, and repair.
- Principles and practices of confined space entry, Lock-Out-Tag-Out, and related safety programs.
- Principles and practices of public agency purchasing and procurement.
- Methods and techniques of conducting on-site work inspections.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned function.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Modern computer applications utilized for Computerized Maintenance Management Systems.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Oversee and participate in the supervision and management of assigned maintenance program activities and operations within the Operations Department.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Read and understand technical manuals, blueprints, electrical diagrams and schematics, shop drawings, and sketches.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- District and mandated safety rules, regulations, and protocols.
- Participate in the preparation and administration of assigned budgets.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Prepare clear, effective, and accurate administrative and financial reports, correspondence, and other written materials.

- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Effectively use Computerized Maintenance Management Systems applications.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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:

Education:

Equivalent to completion of the twelfth grade (12th) supplemented by college level coursework or trade school training in electrical technology, mechanical maintenance, HVAC, commercial building maintenance, plumbing, carpentry, masonry, automotive and industrial equipment maintenance, or a related field, as assigned.

Experience:

- Five (5) years of increasingly responsible experience in the maintenance and repair of a large water utility systems and facilities, electrical equipment, and/or mechanical equipment, with experience in the specific area of responsibility (mechanical, electrical, facilities and fleet maintenance), including two (2) years in a supervisory or lead capacity.

Licenses and Certifications:

The following certifications may not be required in all assignments.

- Possession of a valid Class C California driver's license, to be maintained throughout employment.

When assigned to Mechanical Unit:

- A valid Grade IV Mechanical Technologist Certificate issued by the California Water Environment Association must be obtained within 12 months.
- Possession of a valid Water Distribution Operator Grade 2 (D2) certification issued by the California State Water Resources Control Board.
- Confined Space Entry Certification.
- HAZWOPER Certification for First Responder and Operator must be obtained within 12 months.

When assigned to the Electrical Unit:

- A valid Grade IV Electrical/Instrumentation Technologist Certificate issued by the California Water Environment Association must be obtained within 12 months.

- Possession of a valid Water Distribution Operator Grade 2 (D2) certification issued by the California State Water Resources Control Board.
- Confined Space Entry Certification.
- HAZWOPER Certification for First Responder and Operator must be obtained within 12 months.

When assigned to the Facilities Unit:

- Certified Boiler Attendant Cert, Gas Co. Complies with California Code of Regulations Title 8, Section 781 Attendance on Boilers must be obtained within 6 months.
- EPA 608 Certification Card, certified Type III Tech. Required by 40 CFR part 82 Subpart F must be obtained within 6 months.
- Possession of a Water Distribution Operator Grade 2 (D2) certification issued by the California State Water Resources Control Board is desirable.
- Possession of a Water Treatment Operator Grade 2 (T2) certification issued by the California State Water Resources Control Board is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 the essential job functions.

ENVIRONMENT

Indoor/outdoor, and wastewater treatment plant environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, vibrations, electrical energy, radiant energy and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water and wastewater; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work in confined spaces; incumbents may be required to work extended hours including evenings and weekends.

PHYSICAL

- Level Three
- NIDA
- Pulmonary

Incumbents require sufficient mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach and twist; push, pull, lift, and/or carry 100lbs, exposure to harsh weather, hazardous chemicals, confined spaces, respirator. Use of large mechanical tools, electrical parts, and frequent exposure to extended periods of noise; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.