



**July 2015**  
**FLSA: EXEMPT**

## **MAINTENANCE SUPERINTENDENT**

### **DEFINITION**

Under general direction, plans, organizes, directs and assists in a variety of facility, plant, and equipment maintenance activities for the District including mechanical, electrical, instrumentation, grounds, structures maintenance, repair, operation, construction and inspection tasks in connection with operating and maintaining facilities and properties associated with the District's wastewater treatment plant and collection system; and performs related work as required.

This is an "at will" management position.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager/Chief Engineer. Exercises direct supervision over maintenance mechanics, safety, and operations staff. Works in close relationship with both Principal Engineer, Plant Superintendent, and Operations staff.

### **CLASS CHARACTERISTICS**

Positions assigned to this class are characterized by responsibility for strategic and general planning and prioritization of maintenance, repair and rehabilitation activities at District facilities. Successful performance requires the ability to effectively plan, sequence, direct, and coordinate multiple short to long-range maintenance, repair, and rehabilitation projects. Responsibilities include coordinating the activities of the division with those of other divisions and managing and accomplishing the complex and varied functions of the divisions. The incumbent is accountable for accomplishing planning and operational goals and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)**

*Management reserves the rights 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.*

- Initiates, plans, directs and oversees the sequence of operations for large and complex repair, maintenance and construction work at treatment plant, pump stations, storm drainage stations, and other associated water systems, chemical handling systems and oxygen injection systems
- Coordinates staffing with operational and mechanical activities, directs the coordination of assigned work with appropriate personnel, reviews, preliminary design and specification and in association with appropriate staff, makes recommendations involving modifications to facilities
- Inspect project work site prior to job start-up to identify terrain features, required access to materials, and special equipment needed and any potential operational difficulties that may be encountered

- Implements and assists in planning preventive and predictive maintenance programs for supporting continuous operations of plant equipment and processes and for other facilities. Recommends, develops, implements improvements in plant and facility maintenance procedures and work processes to increase effectiveness of maintenance programs.
- Interprets mechanical, electrical or instrumentation drawings, diagrams and specifications to subordinates; inspects work in progress; ensures that work complies with appropriate repair methods and techniques; adjusts existing allocation of staff, materials, and budgetary resources within division to meet maintenance service agreements and plant operational requirements.
- Provide recommendations to engineering on proposed facility design specifications; proactively coordinates with other departments and supervisors regarding current and proposed capital programs and their impact on quality and level of maintenance support, negotiates and implements internal and external service agreements.
- Directs, coordinates and reviews the work plan for assigned plant facility services and activities; assigns work activities and projects, monitors work flow; reviews and evaluates work products, methods and procedures; and meets with staff to identify and resolve problems
- Establishes policies and procedures for operation and maintenance of complex treatment equipment, chemical handling systems and oxygen injection
- Oversees the preparation of requisitions and purchase orders for materials and equipment needed to perform construction or maintenance projects
- Designs and implements training of crews in plant maintenance, construction, repair and safety principles to meet and comply with national, federal, state and local regulations
- Perform a wide variety of precise and complex repair, maintenance, and installation work on a variety of wastewater facilities to include large and small industrial pumps, shafts and bearings, hydraulic controls and regulators of various types, valves, and allied piping systems, chemical feed and processing equipment, belt, chain and screw conveyors, sluice gates, compressors, scrapers, and plumbing, heating, and ventilating and air conditioning equipment
- Schedules and directs computer-based maintenance programs. Directs, coordinates and reviews the work plan for administrative staff assigned to manage computerized maintenance management software.
- Formulates, initiates and directs the operational parameters for facilities and equipment under manager's jurisdiction, including storm periods or emergencies
- Compiles data and maintains a project tracking system on construction and maintenance work progress using daily reports, scheduling status, materials ordered, and manpower and time estimates
- Assists in preparation of requests for proposals (RFP) for design and/or construction services; assists in the preparation of RFP evaluation criteria, the selection of a preferred firm, and contract preparation
- Approves time sheets, equipment, labor changes and assigns priority of work orders for plant maintenance personnel
- Participates in the development and implementation of goals, objectives, policies and priorities
- Selects, trains, motivates and evaluates personnel performance; implements discipline and termination procedures, when required
- Prepares and presents staff reports and other correspondence as appropriate and necessary
- Establish safety and regulatory goals consistent with overall District standards; manage District Safety/Regulatory Compliance position to meet District goals. Designs and administers safety programs
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Thorough knowledge of the standard methods and practices used in managing preventive and predictive maintenance programs for mechanical and electrical equipment, facilities, and structures common to a wastewater utility plant; safety regulations and practices pertaining to the work of the assigned section.
- Working knowledge of standard specifications, methods, materials, and equipment used in construction

- Working knowledge of the materials, tools, equipment, industry standards, and local and national codes associated with repair, maintenance, and rehabilitation work for one or more of the following: electrical, instrumentation and process controls, mechanical, structural, or pipeline installation and repair.
- Skill in reading and interpreting mechanical, structural, electrical, or pipeline drawings, plans and specifications. Skill in performing shop mathematics, estimating labor, equipment and materials
- Ability to plan, assign, coordinate, direct, and review the work of others; train and evaluate others on proper work methods and on safety regulations and precautions; plan and direct a preventive maintenance program; recommend and implement improved maintenance procedures and work processes; inspect and evaluate work sites for quality of work performed; and
- The methods, materials, equipment and chemicals used in the maintenance, repair and construction of various types of mechanical, hydraulic, pneumatic, chemical, and electrical/instrumentation components in water quality treatment plants, complex pumping stations, potable water facilities, and chemical handling
- Safety principles and state-OSHA NFPA (National Fire Protection Association) 70E and federal, state and local safety order requirements involved in all aspects of plant maintenance work, equipment usage, and confined space work performed
- General knowledge of construction practices applied to the installation of utilities for commercial projects.
- Building inspection methods and procedures; building construction materials, methods, and principles used in the design construction and maintenance of public buildings, mechanical plumbing and electrical systems used in commercial buildings
- Knowledge of Uniform Building Code, Uniform Fire Code, National Electrical Code, Uniform mechanical Code, Uniform Plumbing Code, and other related standards
- Leadership supervisory principles and practices that include training, planning, budgeting and scheduling effective use of personnel, equipment and materials
- Computer systems relevant to wastewater quality treatment facilities, including SCADA operating systems
- Pertinent federal, state and local laws, codes and regulations
- Permit and regulatory requirements for the operation of a wastewater quality facility (desired)
- Principles of budget preparations and control

**Skill to:**

- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of government officials and the general public
- Direct operations of all mechanical, hydraulic, pneumatic, and electrical and instrumentation equipment used in treatment plant operations
- Communicate clearly and concisely, both orally and in writing in the English language

**Ability to:**

- Ability to perform a variety of mechanical maintenance and repair work to shop, plant and field equipment; keep records and make reports; train and direct the work of sub-journey employees; make estimates of labor and materials
- Keep neat, accurate, complete, and concise records and reports; prepare contracts, board reports and correspondence.
- Read and interpret mechanical and pipeline drawings, construction plans, specifications, and work orders; making accurate mathematical calculations relating to construction and survey.
- Draw valid conclusions and make appropriate recommendations based on work site inspections, review of work order files and project documents
- Plan, assign, monitor, and direct the work of others; make verbal and written reports and keep accurate records; exercise resourcefulness in the field and work without immediate supervision
- Use a personal computer to enter and retrieve data, prepare reports, and maintain a construction project scheduling system
- Communicate effectively with other District personnel, members of the general public, developers, and other agencies orally and in writing
- Coordinate and complete several assignments concurrently

- Work independently and establish and maintain effective working relationships
- Supervise/direct/coordinate the work of staff
- Hire, supervise, train and evaluate staff
- Interpret and explain applicable policies and procedures
- Prepare clear and concise reports
- Plan and oversee complex jobs, including the utilization of personnel, materials, and equipment
- Interpret and explain blueprints, specifications, and maps
- Prepare and communicate budget information
- Maintain facility to meet permit and regulatory requirements

**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:*

Completion of the twelfth grade, or its equivalent

Must possess a valid, unrestricted Class A California driver’s license with a satisfactory driving record.

Five years of experience planning, assigning, and directing the repair of equipment and facilities common to (or similar to) a wastewater utility in one or more of the following trades: mechanical, electrical, instrumentation and process control, structural maintenance and repair. OR

Five years of experience at the project manager level in a water or wastewater utility with responsibility for one or more of the following: construction, asset management, operational analysis,

**Licenses and Certifications:**

Desirable certifications:

- CWEA - Plant Maintenance Technologist Grades 4
- CWEA - Electrical/Instrumentation Technologist Grades 4
- Possession of a Grade III Wastewater Treatment Plant Operator certificate issued by the State of California

A successful applicant may substitute other certifications and/or degree programs that support training and experience desired.

**PHYSICAL DEMANDS**

Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves 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 up to 75 pounds and heavier weights with the use of proper equipment.

## **ENVIRONMENTAL ELEMENTS**

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes.