



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Assets and Maintenance Operations Supervisor
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### **GENERAL PURPOSE**

Under general direction, coordinates, plans, and schedules the work of the staff assigned to the Assets and Facilities Management Division; coordinates with staff to develop work plans that are thoroughly coordinated with other departments in order to optimize resource allocation; provides a variety of field and office related operations related to asset management including asset data gathering, equipment tagging/moving, and the development of location systemic and equipment hierarchies; uses a computerized maintenance management system to maintain and track maintenance-related records for equipment and repair job histories, work activities, preventative maintenance schedules, facility logs, and material usage; generates a variety of maintenance performance reports to optimize resource allocation; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the full supervisory-level class in the Maintenance and Operations Asset Management series that exercises independent judgment on diverse and specialized work in facilities assets and the computerized maintenance management system with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for providing technical level support to the Assets and Facilities Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assets and Facilities Manager. Exercises direct supervision over professional, technical, and/or administrative staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Participates in the selection, training, supervision, and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets, and provides technical assistance and advice to assigned staff.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Assists with the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Provides various reports, writes SQL queries, analyzes data, and makes recommendations to management in methods to increase asset life and reliability, reduce backlog of work orders and increase productivity.
- Processes all new orders assigned to the department including assigning work priority, investigating scope of work, estimating craft time, material, safety and permit requirements as well as coordinating with other departments, as necessary.
- Develops a preventive and predictive maintenance program for equipment by researching manufacturers' maintenance/recommendations, department manager guidelines, and field verification of special conditions and work practices of field staff; defines, compiles, and incorporates these maintenance activities in the computer maintenance management system.
- Performs field inspections and investigations, confers with Maintenance, Operations, and Engineering staff to determine plant maintenance needs and develops a coordination program; provides technical expertise for field crews encountering equipment and personnel needs.
- Obtains technical information, plans, sketches, and written instructions; interprets, prepares, and updates a variety of charts, graphs, records, correspondence, and reports.
- Provides assistance to maintenance and other staff during emergency or similar situations.
- Reviews completed work orders for comments, variances, and completeness for proper closeout.
- Implements and maintains databases and hard files.
- Reviews plans and recommends improvements.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Supports application of Continuous Improvement principles in the oversight of operations within the business unit.
- Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.
- Develops and monitors team and individual performance measures, ensuring that they align with District's strategic and operational plans.
- Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

**REQUIRED QUALIFICATIONS**

Knowledge of:

- 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.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Basic principles and practices of budget preparation and administration.
- Principles, methods, and equipment used in installation, maintenance, and repair of electrical and electronics equipment and devices common to a large water works system.
- Codes, ordinances, and regulations pertaining to the work.
- Principles and methods of effective maintenance planning and scheduling.
- Basic practices, procedures, and nomenclature used in engineering or vendor drawings.
- Basic principles, practices, and procedures of inventory management and control.
- Purchasing Department policies.
- District personnel rules, policies, and labor contract provisions.
- 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.
- 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 and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- Familiar with process mapping and structured problem solving.
- Theoretical and practical knowledge necessary to develop and monitor individual performance standards, and ensure they align with key performance measures for the unit.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with the preparation, administration, and monitoring of a division/department budget.
- Plan, organize, prioritize, inspect and evaluate preventative/repair maintenance needs of mechanical equipment.
- Predict time frames required to complete a full range of maintenance or repair related jobs.
- Analyze complex maintenance problems, evaluate alternatives and recommend effective courses of action.
- Retrieve and analyze data in a computer data base.
- Identify and implement effective courses of action to complete assigned work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to 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, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs.
- Validate customer requirements.
- Create a workplace that values employees, encourages their development, values their participation, and encourages innovation.
- Create an environment of continuous improvement and ensure business unit results consistent with expectations in key performance measures.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Six (6) years of progressively responsible waterworks or similar facility maintenance, administration, and repair experience, desirable; two (2) years of which are in a lead role is preferred. Two (2) years' experience utilizing a Computerized Maintenance Management System is required; experience using Maximo is preferred.

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade. An associate degree or one (1) year experience with computer programming and testing is desired.

Licenses/Certifications:

- A valid California Driver's License, Class C with appropriate endorsements, and the ability to maintain insurability under the District's Vehicle Insurance Policy.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions

in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, 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.

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>October 2, 2019</i>
<b>Date modified:</b>	<i>April 26, 2024</i>
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Asset and Maintenance Operations Supervisor. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_