

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.

Job title	Industrial Engine Supervisor
------------------	------------------------------

GENERAL PURPOSE

Under general direction, plans, assigns, directs and inspects the work of personnel engaged in a wide variety of skilled, journey-level duties in the maintenance, repair and overhaul of large industrial stationary natural gas and diesel engines and related equipment; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory-level class in the Industrial Engine Technician series that exercises independent judgment related to diverse and specialized installation, maintenance, repair and overhaul of large stationary industrial engines and related equipment and machinery 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 professional level support to the Mechanical Services 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 Mechanical Services Manager. Exercises direct supervision over technical and maintenance 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.
- Plans, lays out, schedules, leads and participates in a variety of skilled, journey-level duties involved in the inspection, diagnosis, troubleshooting, maintenance, repair and servicing of large industrial stationary natural gas and diesel engines, generators, blowers, gear drives, electronic controls, and related appurtenances located at numerous sites throughout the District.
- Inspects work in progress and upon completion to ensure that repairs, maintenance, and project activities are completed in accordance with District regulations, policies, and operating procedures and practices.
- Responds to and resolves complex equipment operating and repair problems; monitors and ensures adherence to safe work practices and procedures.
- Schedules and coordinates activities with other sections and divisions.
- Writes and approves work orders using the computerized maintenance management system (CMMS) and related work that needs to be performed by other departments.
- Estimates and requisitions materials, parts, and supplies in accordance with established procedures; obtains prices and bids and prepares purchase order requests as necessary.
- Provides technical and safety training to personnel on safety hazards, work procedures, and care and use of equipment and tools.
- Researches, analyzes, engineers, designs, and recommends new emission control technology not supported by manufacturers of internal combustion engines in order to comply with changing limits imposed by regional air quality management regulations.
- Plans and lays out work from instructions and/or work orders, using blueprints, sketches, drawings, or verbal instructions.
- Researches new operational methods, techniques, and equipment and recommends their application.
- Maintains records in the form of blueprints, plans and specifications for industrial and water works equipment and machinery.
- Responds to emergency situations as necessary.
- May participate in long-term planning to assess future needs.

- Ensures staff observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

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.
- Principles and practices of maintenance program development and administration.
- Basic principles and practices of budget planning and capital improvement program development, administration, and accountability.
- Construction, maintenance, and operating characteristics of potable and reclaimed water pumping facilities, lift stations and wastewater treatment facilities.
- Technical principles and practices of engineering design, specification, and cost estimate preparation.
- Technical report writing and preparation of correspondence.
- District personnel rules, policies, and labor contract provisions.
- Practices, methods, techniques, tools and equipment used in the installation, maintenance, repair and overhaul of large industrial stationary natural gas and diesel engines, gear heads, and related equipment and machinery.
- Shop mathematics.
- Use and operation of oxyacetylene and electric arc welding equipment and materials.
- Codes, ordinances and regulations pertaining to the work.
- Federal, state, and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.
- Principles and procedures of record keeping.
- 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:

- Principles of managing 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 insure 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.
- Diagnose, troubleshoot, overhaul, service, and repair a wide variety of large industrial stationary natural gas and diesel engines, gear drives, aeration blowers, electronic controls, and related equipment and machinery; use precision and diagnostic instruments to measure required tolerances of mechanical parts.
- Read and interpret plans, specifications, and manuals.
- Exercise sound independent judgment within general policy guidelines.
- Coordinate work assignments with other sections, divisions, or departments.
- 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 to 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 experience in the installation, maintenance, repair, overhaul, and emission control of large stationary natural gas and diesel engines, power generation, electrical theory, gear boxes, gear drives, and related machinery, desirable; two (2) years of which are at a lead or senior role, preferred.

Education:

- Equivalent to completion of the twelfth (12th) grade.
- Desirable: Specialized or technical training in mechanical equipment and machinery maintenance and repair or college level coursework in industrial gas engines, automotive/diesel technology, or related field.

Licenses/Certifications:

- A valid California driver's license, Class A, with tank endorsements, and the ability to maintain insurability under the District's Vehicle Insurance Policy. All District employees required to possess a valid Class A driver's license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.

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.

Must possess mobility to work in standard water and/or wastewater treatment plant and related facilities; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces, around machines and to climb and descend

ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; 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 100 pounds and heavier weights with the use of proper equipment.

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 partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, exposure to vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Industrial Engine Supervisor
Last Update: April 2023

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

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	<i>April 24, 2023</i>
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Industrial Engine 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: _____