

JOB DESCRIPTION
Mechanical Maintenance Supervisor
Code Number: 50002

GENERAL PURPOSE

Under general direction, assigns, inspects and participates in the work of personnel involved in the installation, maintenance, repair and servicing of mechanical equipment and machinery used in the production, treatment, storage, transmission and distribution of potable and reclaimed water and the collection, treatment and transmission of wastewater; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Mechanical Maintenance Supervisor provides first-line supervision, technical assistance and training to a staff of journey-level water works mechanics and related maintenance personnel. Incumbents are responsible for assisting the manager in formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities. Incumbents in this class may be assigned to either Mechanical Services or Water Reclamation.

ESSENTIAL 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 the class.

Participates in the selection and training of personnel engaged in the installation, maintenance and repair of small and large motors, pumps; deep wells, pump control valves, wastewater treatment equipment disinfection equipment, and related equipment and machinery including mechanical, electromechanical, hydro-chemical systems, hydraulic power, and oxygen injection systems.

Plans and evaluates the performance of assigned personnel; evaluates, plans, and schedules additional training; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with District personnel rules, policies and labor contract provisions.

Provides day-to-day leadership and works with staff to ensure a high performance, customer-oriented work environment that supports achieving the department's and the District's mission, strategic plan, objectives and values.

Participates in the preparation of operating budget recommendations, authorizes the purchase of materials and monitors work activities and expenditures to control costs.

Utilizing the CMMS program, plans, schedules, assigns, coordinates and supervises the work of personnel engaged in the installation, maintenance, operation and repair of pumps, valves, pipes, shafts, gears and equipment, machinery and related appurtenances used in the production, treatment, storage, transmission and distribution of potable and reclaimed water, and the collection, treatment and transmission of wastewater.

Plans, lays out, inspects and supervises the work of crews engaged in the rehabilitation and upgrading of pump and lift stations.

Provides technical assistance to staff.

Provides for the training of staff in work methods, use of tools and equipment, and relevant safety precautions.

Inspects and evaluates work being performed; identifies problem areas and directs remedial action.

Responds to inquiries and complaints from other divisions and departments.

Attends meetings with other departments and District staff.

Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports, and maintenance requests.

Recommends special work or necessary equipment maintenance; inspects work in progress; reviews completed work.

Schedules and coordinates activities with other departments and divisions.

Responds to emergency situations as necessary.

Ensures the timely completion of preventive and predictive maintenance programs.

Submits requisitions for necessary tools, equipment and supplies.

Supervises the re-build of equipment by disassembling, cleaning, ordering replacement parts, repairing mechanical malfunctions, reassembling and testing equipment.

Carries out the District's safety program; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.

Directly supervises skilled and semi-skilled personnel assigned to section activities.

Researches new operational methods, techniques and equipment and recommends their application.

Plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; maintains records in the form of blueprints, drawings and specifications for industrial and water works equipment and machinery; plans and designs mechanical modifications to pump stations, lift stations, reservoirs, wells, disinfection systems and related mechanical systems and facilities.

Plans and oversees the testing of mechanical equipment on an ongoing basis.

Reviews or prepares drawings and specifications for contract work and inspects work performed to determine compliance to standards and requirements.

Develops, reviews and updates written maintenance instructions and schedules.

Reviews, plans, implements, and schedules all work orders in the computerized maintenance management system.

Interprets and modifies work order for proper completion of requested task verifying validity and necessity of requests.

May participate in long-term planning to assess future needs.

Performs related duties as assigned.

CONTINUOUS IMPROVEMENT RELATED DUTIES

Supports and promotes the 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.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of employee supervision, including selection, training, work evaluation and discipline; principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards; basic engineering principles relative to hydraulics and fluid mechanics; principles, methods, techniques, tools and equipment used in the installation, maintenance and repair of electrical and mechanical equipment and machinery common to a large water works or wastewater treatment system; safety practices, safe work methods and safety regulations pertaining to the work; relevant state and federal regulations; computer applications related to the work; codes, ordinances and regulations pertaining to the work; District personnel rules, policies and labor contract provisions; principles and practices of effective supervision.

Ability to:

Plan, organize, estimate, coordinate, assign, review and evaluate the work of others; work with various computer programs such as word, excel, access, and maximo; select, motivate and evaluate staff and provide for their training and development; identify and implement effective courses of action to complete assigned work; read and interpret drawings, specifications and manuals; exercise sound independent judgment within established guidelines; establish and maintain effective working relationships with all levels of District management and staff; coordinate work assignments with other divisions, departments or agencies; communicate effectively, orally and in writing.

Continuous Improvement Based Knowledge and Abilities

Knowledge of:

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 insure they align with key performance measures for the unit.

Ability to:

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.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and six years of journey-level water works or similar industrial mechanical maintenance and repair experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license, (Class A for those in the Mechanical Services department), 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.

Some positions require a Water Distribution or Mechanical Technologist Grade I Certificate, Grade II is desired.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; and walk or sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

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.

The employee occasionally works in extreme outside weather conditions, near moving mechanical parts and is exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud.

FLSA DETERMINATION: Meets executive exemption from overtime.