

MAINTENANCE MANAGER

DEFINITION

Under general supervision, tests, implements, inputs data, and maintains Computerized Maintenance Management System (CMMS), Geographic Information System (GIS), and Supervisory Control and Data Acquisition (SCADA) systems, asset management analysis and program development for all Public Works Departments; and performs other work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and reports directly to the Public Works Director. No direct supervision of staff is exercised. Exercises maintenance and operation of all Computerized Maintenance Management Systems (CMMS), Geographic Information System (GIS), and Supervisory Control and Data Acquisition (SCADA) systems, and any other projects related with the maintenance program.

CLASS CHARACTERISTICS

This is a single-position class that performs specialized technical work in maintaining CMMS and GIS databases. Position performs the full range of duties as assigned, working independently, applying well developed skills, and exercising judgment and initiative. This position performs assignments with the ability to analyze and recommend alternatives in solving job problems and work productively in the absence of a supervisor. This class is distinguished from supervisory positions in that the latter has management responsibility for assigned staff.

ESSENTIAL JOB FUNCTIONS

- Research, compile and prepare reports and documentation on various assigned projects; analyze overall program components and develop, recommend and implement modifications; maintain records of findings and corrective actions; prepare periodic status reports.
- Identify maintenance trends and recommend improvements and modifications to equipment, maintenance activities and operations, and materials/stores procurement and inventory management.
- Represent the maintenance function on committees and at staff subcommittees, as necessary.
- Develops and maintains the Standard Operating Procedures for the preventative maintenance program.
- Assists with the coordination and implementation of the City's long-term Asset Management Plan.
- Manage the work induction process to assign work and make acquisition decisions.
- Assists in integration of maintenance software with GIS, SCADA, and other City software.
- Maintains and trains users in use of the Computerized Maintenance Management System (CMMS); ensures new assets are entered into the data base and ensures accuracy of data.
- Maintains City GIS and works with consultants to implement changes, as necessary. Trains City users in basic use of GIS.
- Coordinates software and hardware upgrades with Information Technology staff.
- Assists management in obtaining bids for contractor work; assists in the coordination of outside contractors.

- Build and maintain positive working relationships with co-workers, outside vendors, other City employees and the public using principles of good customer service.
- Participate in budget preparation.
- Works with other departments on projects and tasks as assigned.
- Maintains accurate records and files of work performed and materials and supplies used.
- Performs other job-related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and effective use of Computerized Maintenance Management System (CMMS), Geographic Information System (GIS), and basic survey skills to update GIS data.
- Asset Management concepts related to water/wastewater facilities.
- Principles, practices, equipment, materials, and tools used for assigned maintenance and repair programs and projects.
- Equipment, tools, and materials used in maintenance activities and services related to assigned facilities, equipment, and systems.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Safety practices, procedures, and equipment pertaining to work.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Accurately utilize CMMS, GIS, and other similar software to create reports.
- Perform a variety of specialized work assignments requiring knowledge of plant and related facilities, systems, and equipment.
- Read, interpret, and work from sketches, schematic diagrams and equipment manuals.
- Apply and interpret laws, rules, codes, and regulations relating to maintenance and repair work.
- Maintain equipment records.
- Maintain manual and automated logs, records, reports, and charts.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Effectively communicate in person, over the telephone, two-way radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Pass City physical examination, which may include pre-employment assessment of safe work capacity in comparison to the essential job functions for the position.

Education and Experience:

Any combination of experience and education/training that would likely provide the required knowledge,

skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of journey-level experience in the maintenance and/or operation of industrial facilities, such as those found in a water or wastewater treatment plant, and two (2) years working with databases and reporting software.

Licenses and Certifications:

Possession of a valid California Motor Vehicle Driver's license and be insurable with the City's insurance at the standard rate, and continue to meet the established driving standards as a condition of employment for this position.

PHYSICAL DEMANDS

Must possess mobility to work in standard City facilities including: Parks, streets, water, and water reclamation operations facilities; strength, stamina and mobility to perform light to medium physical work required to complete inspections or data gathering. Standing & Walking - Standing and/or walking for extended periods of time. Lifting - Ability to safely lift up to 10 pounds overhead and 20 pounds to waist level; both these requirements include bending at knees to facilitate proper lifting techniques: 1 minute up to 5 minutes per day. Manual Dexterity - The ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as operating a computer keyboard; transcribing, copying, and adding machines; typewriter; writing: 1 hour up to 8 hours per day. Visual - working at computer screen for long periods: 30 minutes up to 8 hours per day. Job requires ability to perform the following activities: reaching, stooping, and bending.

ENVIRONMENTAL ELEMENTS

Office environment. Some exposure to odors and possibility of chemical exposure. May interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.