

UTILITY MAINTENANCE SUPERVISOR

DEFINITION

Supervises and oversees personnel engaged in utility maintenance and repair work on the equipment and facilities associated with the production, treatment, and distribution of potable water and water reclamation operations. Plans and implements maintenance and repair projects to ensure plant equipment and vehicles operate properly and efficiently; provides technical expertise on more complex maintenance issues. Tests, implements, inputs data, and maintains Computerized Maintenance Management System (CMMS), asset management analysis, and program development for all Public Works Departments; and performs other work as required.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to and receives general direction from the Chief Plant Operator or designee. Exercises direct supervision over assigned personnel. Maintains and operates the Public Works Computerized Maintenance Management Systems (CMMS) and projects related to the maintenance program.

CLASS CHARACTERISTICS

The Utility Maintenance Supervisor level recognizes positions that perform full supervisory responsibilities including planning, assigning and evaluating the work of subordinates and responsibility for overall equipment and vehicle maintenance activities of the water and water reclamation operations, including maintenance, rehabilitation, and installation of mechanical equipment. Performs the full range of duties as assigned, working independently, applying well-developed skills, and exercising judgment and initiative. This position performs specialized technical work in maintaining the CMMS database.

ESSENTIAL JOB FUNCTIONS

- Implements goals and objectives related to assigned section; establishes schedules and methods for wastewater treatment plant maintenance and rehabilitation; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in preventive and predictive maintenance activities associated with the wastewater treatment plant, fleet and equipment.
- Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.
- Assists in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.
- Provides and coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.
- Assesses, schedules, and assigns predictive and preventive maintenance tasks; troubleshoots mechanical equipment and systems; estimates time, cost, labor and material needs, and orders necessary equipment and materials.

- Inspects locations where work is being performed; ensures conformity with work orders, submittals, plans, diagrams and specifications; determines special equipment needs and assesses and identifies solutions to problems; accurately diagnoses mechanical malfunctions.
- May help coordinate confined space entries to operate and maintain mechanical equipment, if needed.
- Receive and investigate complaints from the public and recommends corrective action as necessary to resolve complaints.
- Manages the work induction process to assign work and make acquisition decisions.
- Maintains and trains users in the use of the Computerized Maintenance Management System (CMMS); ensures new assets are entered into the database and ensures accuracy of data; maintains accurate records and files of work performed, materials, and supplies used.
- Assists management in obtaining bids for contractor work; assists in the coordination of outside contractors.
- Identify maintenance trends and recommend improvements and modifications to equipment, maintenance activities and operations, and materials/stores procurement and inventory management.
- Develops and maintains the Standard Operating Procedures for the preventative maintenance program.
- Works with other departments on projects and tasks as assigned.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

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 mechanical equipment maintenance, installation and rehabilitation of wastewater, water and collection system maintenance.
- Advanced methods for troubleshooting and diagnosing problems with equipment and machinery.
- Equipment, tools and materials used in wastewater treatment equipment maintenance, installation and rehabilitation.
- Methods and procedures for diagnosing industrial mechanical malfunctions.
- Methods and procedures of competitive bidding processes including how to review and prepare accurate equipment plans and specifications.
- Safety practices, procedures, and equipment pertaining to work.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Principles and effective use of Computerized Maintenance Management System (CMMS)
- Asset Management concepts related to water/wastewater facilities.
- Principles, practices, equipment, materials, and tools used for assigned maintenance and repair programs and projects.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic principles and practices of budget monitoring and capital improvement program development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- 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:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, and evaluate the performance of assigned work staff.
- Organize, implement, and direct the installation, maintenance, repair, rehabilitation, and troubleshooting of a wide variety of mechanical equipment used in wastewater treatment facility operations.
- Know and understand all requirements and essential aspects of the job, including safety rules, ability to locate, analyze, detect, and diagnose problem equipment and determine solutions.
- Analyze, interpret, apply, and enforce Federal, State, and local policies, procedures, laws, and regulations.
- Enter data on work orders, reports, and other documents; identify, interpret, and communicate technical information.
- Develop cost estimates for supplies and equipment and accurately estimate time, labor, and materials for proposed work.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Accurately utilize CMMS and other similar software as required to maintain equipment records and assign work orders.
- 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.
- Maintain manual and automated logs, records, reports, and charts.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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.

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 increasingly responsible journey-level experience in the installation, maintenance, and repair of mechanical equipment within a wastewater treatment facility or similar, including one year providing technical and/or functional supervision over assigned personnel and two (2) years working with databases and reporting software.

Licenses and Certifications:

- Valid California Class C driver's license with satisfactory driving record.
- Grade I Wastewater Operator Certificate as issued by the California State Water Resources Control Board.

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 and complete inspections, data gathering, around machines, and possibly 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 may involve 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 may require bending, stooping, kneeling, reaching and climbing to perform work and inspect work sites. Employees must possess the ability to lift up to 25 pounds, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Office environment. Some exposure to outdoors, loud noise levels, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

May interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.