



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	Mechanical Maintenance Supervisor
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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

This is a full supervisory-level class in the Mechanical Maintenance job series that exercises independent judgment related to diverse and specialized maintenance, installation and repair on equipment and machinery utilized in potable water filtration plants, booster plants, wells, wastewater reclamation plants, sewer lift stations, and recycled water booster plants 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 overseeing day-to-day maintenance, installation, repair, and servicing of equipment and machinery used in assigned operations and is responsible for providing professional level support to the Water Reclamation Plant Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. Incumbents in this class may be assigned to either Mechanical Services or Water Reclamation.

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.
- Schedules training with vendor technicians for maintenance and troubleshooting for a variety of pumps, pumping mechanisms, and related equipment and appurtenances.
- Maintains CLS system testing, maintain chlorinators, water champs, CL2 induction equipment, hydropneumatics testing, CL2 scrubber maintenance rebuilding equipment fans and pumps.
- Plans, lays out, inspects and supervises the work of crews engaged in the rehabilitation and upgrading of pump and lift stations; identifies problem areas and directs remedial action; supervises the re-build of equipment by disassembling, cleaning, ordering replacement parts, repairing mechanical malfunctions, reassembling and testing equipment.
- Attends meetings with other departments and District staff and responds to inquiries and complaints from other divisions and departments; schedules and coordinates activities with other departments and divisions.
- Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports, and maintenance requests; maintains records in the form of blueprints, drawings and specifications for industrial and water works equipment and machinery.
- Ensures the timely completion of preventive and predictive maintenance programs; recommends special work or necessary equipment maintenance; plans and oversees the testing of mechanical equipment on an ongoing basis; develops, reviews and updates written maintenance instructions and schedules.
- Carries out the District's safety program; responds to emergency situations as necessary; 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.

- Researches new operational methods, techniques and equipment and recommends their application; plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; plans and designs mechanical modifications to potable water filtration plants, pump stations, lift stations, reservoirs, wells, disinfection systems and related mechanical systems and facilities.
- Reviews or prepares drawings and specifications for contract work and inspects work performed to determine compliance to standards and requirements; interprets and modifies work order for proper completion of requested task verifying validity and necessity of requests; reviews, plans, implements, and schedules all work orders in the computerized maintenance management system.
- May participate in long-term planning to assess future needs.
- 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 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.

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.
- District personnel rules, policies and labor contract provision, including selection, training, work evaluation and discipline.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.

- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- 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.
- Relevant state and federal regulations, codes, ordinances and regulations pertaining to the work.
- District and mandated safety rules, regulations, and protocols.
- Technique 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 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.
- Read and interpret drawings, specifications and manuals.
- Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

- 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 water works or similar industrial mechanical maintenance and repair experience, desirable; two (2) years of which are in a lead role is preferred.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

When assigned to Mechanical Services:

- A valid Class A California driver's license 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.

- When assigned to Lift Stations section: Mechanical Technologist Grade I Certificate required within 12 months of date of hire; Grade II desired.
- When assigned to Potable Water section: Water Distribution Grade I Certificate required within 12 months of date of hire; Grade II desired.

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 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 averaging a weight of 50 pounds or heavier weights, 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 partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous/moving equipment or machinery, and hazardous physical substances, odors, dust 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: Mechanical Maintenance 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 25, 2023</i>
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Mechanical Maintenance 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: _____