



Maintenance Chief

Position Description

Status: FLSA Non-Exempt
Supervisor: Water Treatment Plant Superintendent
Effective Date: December 15, 2011

Supervision Received and Exercised

Receives general direction from the Water Treatment Plant Superintendent, to supervise the general maintenance of the water treatment plant, related facilities, exercises direct supervision over Water Treatment Plant Maintenance Workers, Instrument Technician and Custodian. In the absence of the Water Treatment Plant Superintendent, only during emergencies, receives general direction from the Water Treatment Plant Chief Operator for the water treatment plant.

Primary Function

To plan, organize, supervise general maintenance of the water treatment plant, direct and supervise Water Treatment Plant Maintenance Worker, Instrument Technician and Custodian. Coordinate with Water Treatment Plant Chief Operator, maintenance, repair and perform a variety of technical tasks relative to assigned area of responsibility.

Essential Duties

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives and establish schedules and methods for the maintenance of the District's treatment plant.
- Plan, supervise, and coordinate all projects and repair work and the preventative maintenance program for the water treatment plant, Hinkle Reservoir, and equipment; maintain accurate logs (i.e. Computerized Maintenance Management System) of all electrical and mechanical maintenance work; inspect and adjust all water treatment plant equipment on a programmed basis; research and order equipment, tools, and materials as needed, maintain and control the use of all tools, repair equipment, and machinery; train maintenance personnel in the use and safe handling of tools and equipment; endorse, observe, sustain and enforce District safety rules and programs (PSM, PHA, ERP, IIPP, LOTO, Confined Space, RPP, HMBP, RMP, Heat Stress, ARC Flash, Hearing Protection, PPE, etc...) and all related safety requirements; plan and conduct safety meetings; evaluate employee performance, and assist with capital and O&M budget recommendations; submit justifications for various water treatment plant activities, and monitor and control related expenditures.
- Oversee and evaluate maintenance and activities of assigned staff and responsibilities; recommend improvements and modifications; prepare various reports on maintenance and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

- Attend special training on equipment maintenance; assist with long range repair and replacement program.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Principles, practices, and methods of maintaining a 120 mgd water treatment plant, distribution, and storage facilities and equipment.
- Equipment, instrumentation, tools and materials used in the operation and maintenance of a treatment plant.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Principles and practices of procuring proper equipment, tools and materials for maintaining a water treatment plant, pump stations, and magnetic flow meters.
- Pertinent local, State and Federal laws, ordinances and rules.
- Principles and practices of customer service.
- Modern office procedures, methods and computer equipment.

Ability to:

- Work frequently, seamlessly, cooperatively, and effectively with the Water Treatment Plant Chief Operator.
- Research and introduce procedures, materials, tools, and equipment used in the installation, modification, maintenance and operation of a water treatment plant.
- Organize, implement and direct all treatment plant maintenance activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Ability to supervise and train personnel; promote and enforce safe work practices; plan and coordinate plant maintenance activities; diagnose equipment and repair; prepare written correspondence and reports; interpret and implement oral and written instructions, read and interpret shop sketches, engineering drawings, and schematic diagrams and evaluate assigned staff.
- Work effectively, when required, with combined teams of maintenance and operations staff.
- Sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned maintenance responsibilities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work effectively under time deadlines and within limited financial and staffing resources.
- Proficiently use computers and applicable software (CMMS, SCADA, and Wonder Ware).
- Address difficult issues by building consensus and developing appropriate resolutions.
- Communicate clearly and concisely, both orally and in writing.

Experience and Education:

Any combination of training, education, and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical qualifying entrance background is:

Experience:

Minimum three years of experience in the supervision of maintenance staff and activities at a water treatment plant or similar facility or experience.

Education:

Equivalent to graduation from high school. Formal course work in maintenance and operation.

License or Certificate:

Possession of a valid California motor vehicle operator's Class C license. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

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

| <i>Physical Requirements</i> | <i>Rarely (0-12%)</i> | <i>Occasionally (12-33%)</i> | <i>Frequently (34-66%)</i> | <i>Regularly (67-100%)</i> |
|------------------------------------|---|----------------------------------|--------------------------------|--------------------------------|
| Seeing | | | | √ |
| Hearing | | | | √ |
| Standing/Walking | | | √ | |
| Climbing/Stooping/Kneeling | | √ | | |
| Lifting/Pulling/Pushing | | √ | | |
| Approximate Maximum Weight to Lift | | 75 Pounds | | |
| Fingering/Grasping/Feeling | | | | √ |
| Describe Working Conditions | 50 Percent Indoors, 50 Percent Outdoors | | | |