



San Juan Water District

9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Position Description Facilities Maintenance Lead

Status: FLSA Non-Exempt, Confidential in Nature & Safety Sensitive
Supervisor: Facilities Maintenance Manager
Effective Date: August 03, 2026

Supervision Received and Exercised

Receives general direction from the Facilities Maintenance Manager and exercises direct supervision over Facilities Maintenance Technician I, II, III, and IV classifications and coordinates the work of contractors, consultants, and vendors performing maintenance, repair, installation, rehabilitation, and construction activities.

Primary Function

To plan, organize, assign, coordinate, and supervise the maintenance, operation, inspection, troubleshooting, repair, rehabilitation, and improvement of District treatment facilities, pump stations, reservoirs, transmission facilities, storage facilities, metering equipment, buildings, grounds, and related infrastructure. The Facilities Maintenance Lead is responsible for directing and supporting the Facilities Maintenance Technician I-IV classification series; establishing work priorities; overseeing preventative, predictive, corrective, and reliability-centered maintenance programs; ensuring safe and efficient operations; coordinating emergency response activities; supporting capital improvement projects; and providing technical leadership to ensure the reliability, safety, and performance of District facilities and assets.

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

- Plan, assign, coordinate, prioritize, and review the work of Facilities Maintenance Technician I, II, III, and IV employees.
- Provide leadership, employee coaching, training, mentoring, instruction, professional development, and technical guidance to assigned personnel.
- Coordinate and oversee preventative, predictive, corrective, and reliability-centered maintenance programs.
- Direct maintenance activities involving pumps, motors, valves, pipelines, reservoirs, treatment facilities, electrical systems, instrumentation, controls, and SCADA systems.
- Review maintenance schedules, work orders, and asset performance information utilizing CMMS.
- Coordinate major equipment shutdowns, facility outages, rehabilitation projects, commissioning activities, and startup procedures.
- Oversee contractor activities and ensure compliance with District standards and safety requirements.
- Assist with preparation and administration of operating and capital budgets.

- Lead emergency response, after-hours callouts, standby operations, and facility outage response efforts.
- Ensure compliance with District safety programs and Cal/OSHA requirements.
- Develop and maintain SOPs and emergency response procedures.
- Enforce District safety programs including LOTO, confined space, PPE, arc flash and related requirements.
- Conduct safety meetings, tailgate meetings and technical training.
- Participate in staff hiring, training, development and performance evaluation activities.
- Assist with capital and O&M budgets, reporting and expenditure monitoring.
- Coordinate and provide support to Engineering during project design and construction.
- Respond to after-hours emergencies and standby assignments.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

Advanced maintenance principles, mechanical/electrical systems, SCADA, asset management, supervision, budgeting, contractor oversight, and regulatory compliance.

Ability to:

Lead and develop maintenance personnel, coordinate complex work activities, analyze operational problems, and communicate effectively.

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:

Six years of progressively responsible utility or facilities maintenance experience, and minimum three years of responsible experience equivalent to Maintenance Technician IV with San Juan Water District..

Education:

Equivalent to graduation from high school supplemented by technical training in water systems, industrial maintenance, instrumentation, electrical systems or a related field.

License or Certificate:

- Possession of a valid California Class C Driver License.
- Possession of a valid California Grade D4 Water Distribution Operator Certificate.
- Possession of a valid California Grade T2 Water Treatment Operator Certificate.
- Ability to obtain and maintain any additional District-required certifications applicable to the position.
- Employees assigned to this classification shall maintain all required certifications as a condition of continued employment.

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		60 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	50 Percent Indoors, 50 Percent Outdoors			