

Title: SUPERVISOR OF CIVIL & PREVENTIVE MAINTENANCE

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| Salary: | Band D |
| Effective Date: | 01/01/13 |
| FLSA Designation: | Exempt |

GENERAL DESCRIPTION

Under general direction of the Director of Operations & Maintenance, plans, organizes, directs, controls, and supervises work of staff related to the repair, maintenance, and preventive maintenance of the District's distribution and drainage collector systems, related structures, and field office facilities. This is an unclassified position in which the incumbent serves at the discretion of the General Manager.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Plans, organizes, assigns, directs, reviews, and supervises the work of assigned staff in the preventive and corrective maintenance and emergency repair of field, pumping, distribution, and drainage facilities.
2. Selects, trains, and evaluates the performance of assigned staff.
3. Prepares the Department's annual budget; reviews expenditures to ensure they remain within prescribed limits; and justifies budget variances.
4. Communicates with staff and is responsible for ensuring compliance with District policies, rules, regulations, and guidelines.
5. Participates in formulating long-range planning goals.
6. Schedules work to meet long-range Divisional objectives and works with other departments to procure services and materials.
7. Adapts and implements new maintenance technologies to existing facilities.
8. Provides technical advice to other District personnel and various public and private entities.
9. Directs and inspects contract work.
10. Participates in the development of specifications for the procurement of outside services and materials.
11. Administers District, Federal, State, and County laws, rules, regulations, and standard industrial practices as they apply to field maintenance personnel, contract work, or other logistical matters.

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12. Participates in the development, implementation, and training of District personnel on maintenance and preventive maintenance procedures for field maintenance, pumping units, distribution system, and drainage facilities.
13. Performs other duties as required.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Completion of two years of college (equivalent to 60 semester units) including specialized training in Civil, Mechanical, or Electrical Engineering **and** five (5) years of broad experience in a position with responsibility in maintenance engineering on water distribution and drainage systems and pumping plants with emphasis on planning, operation, construction maintenance, and administration of a water distribution system, two (2) years which must have included lead or supervisory responsibilities.

Knowledge of:

- Planning, construction, diagnostic review, and repair of water distribution and drainage systems, and pumping plants, and related facilities.
- Applicable safety and accident prevention procedures of the California Occupational Safety and Health Act and General Industrial Safety Orders.
- Principles, practices, and methods involved in the maintenance, construction, and repair of pipelines, earthwork, roadways, embankments, structures, valves, and other mechanical or structural facilities.
- Administrative principles and techniques, including purchasing, planning, scheduling, and budgetary control functions.
- Computerized water distribution system maintenance.
- Contract administration.
- Theory and concepts of preventive maintenance.
- Computer technology as it applies to work orders, predictive maintenance, and water distribution systems.
- The use of a PC.
- Principles and practices of management, supervision, and budgeting.

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WORKING CONDITIONS

- Moderate lifting up to 60 pounds.
- Work in all kinds of weather.
- Possess physical characteristics to perform the critical and important duties of the job, including the ability to climb stationary ladders up to 100 feet in height, work suspended above ground level (approximately 45 feet) in a bosun chair or aerial lift, and work in confined spaces, such as in excavations (approximately 20 feet below ground level), buried dewatered pipelines and manifolds (ranging in size from 3 feet to 13 feet in diameter), and dewatered sumps and turnout facilities (approximately 30 feet below ground level).

Work hours other than normal work schedule.

LICENSE, CERTIFICATE, OR CREDENTIAL

- Possession of a Pest Control Adviser's license is desirable.

STANDARD REQUIREMENTS

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.