

**Title: SUPERVISOR OF MECHANICAL MAINTENANCE**

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 and the operation of the Pleasant Valley Pumping Plant. 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 pump repair shop and at the Pleasant Valley Pumping Plant engaged in the maintenance and repair of pumping plant and water distribution facilities and in the operation and maintenance of the Pleasant Valley Pumping Plant.
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. Operates and maintains the domestic water system at the Five Points Shop and Field Office.
6. Participates in formulating long-range planning goals.
7. Adapts and implements new maintenance technologies to existing facilities and equipment.
8. Schedules work to meet long-range objectives and works with other departments to procure necessary services and materials.
9. Directs, inspects, and approves contract work.
10. Provides technical advice to other District personnel and various public and private entities.

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11. Participates in the acquisition of materials, equipment, and services for the District by preparing requisitions and, as necessary, securing specifications, cost information, and product availability.
12. Administers District, Federal, State, and County laws, rules, regulations, and standard industrial practices as they apply to personnel within the Department, contract work, or other logistical matters.
13. Participates in the development, implementation, and training of District personnel on maintenance and repair procedures for distribution system components, drainage facilities, and shop equipment.
14. 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 (2) years of college (equivalent to 60 semester units) including course work in civil, mechanical, industrial engineering or industrial technology, **and** five (5) years of broad experience in a position with responsibility in the management and maintenance of water distribution and related facilities, 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, including pump selection and specifications.
- 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 engineering, and repair of pumps, valves, pipelines, mechanical equipment, and components.
- Administrative principles and techniques, including purchasing, planning, scheduling, and budgetary control functions.
- Principles and practices of management, supervision, and budgeting.
- Planning, organizing, supervising, and coordinating maintenance and repair activities.
- The use and application of manuals, mechanical drawings, blueprints, and specifications.
- The use of precision measuring tools.
- Estimates of labor and materials.
- Shop mathematics.
- The use of PC.

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### LICENSE, CERTIFICATE, OR CREDENTIAL

- Possession of a Grade T2 Water Treatment Operator Certificate issued by the California Department of Public Health must be obtained within twelve (12) months of assignment.

### WORKING CONDITIONS

- Light 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.

### 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.