

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: RIX MECHANICAL / MAINTENANCE SUPERVISOR

DATE: 6/14/2005

JOB CODE: 51810

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: MID-MGMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general direction, to supervise, lead, guide, motivate and evaluate the work of the mechanics and other assigned staff engaged in RIX Plant equipment maintenance; train, instruct and correct the work of assigned staff members; directly responsible for the implementation and adherence to the weekly work schedule and for coordinating its execution with operations or other sections; directly responsible for the implementation of the work order system at the line level; and controls job interruptions due to emergency requests.

DISTINGUISHING CHARACTERISTICS

This class is the first line supervisor in the Water Reclamation Maintenance Series. The incumbent supervises craft personnel and semi-skilled staff; performs safety, quality, and time standard monitoring of jobs; recommends and participates in hiring and disciplinary actions; prepares performance evaluations of assigned staff; recommends maintenance practice improvements and cost reductions; identifies the causes of failures, breakdowns and repetitive repairs; guides, checks, frequently monitors and inspects the work of assigned staff; reports on the work of a crew engaged in Water Reclamation Plant equipment maintenance; coordinates assignments of specific tasks to assigned staff with the maintenance, planning and scheduling function; ensures that accepted work and safety methods are practiced; coordinates and participates in the inspection, diagnoses, replacement, installation, fabrication and repair malfunctioning equipment typically found in a modern Water Reclamation Plant; ensures proper uses and maintenance of hand and portable power tools used in the moderately complex installation, repair and construction of projects; maintains a variety of maintenance records; coordinates the requisitioning of supplies and parts; operates Department vehicles as well as heavy equipment such as loaders and scrapers. Supervision and direction are received from the Water Reclamation Maintenance Superintendent.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provides courteous and expeditious customer service to the general public and City Department staff;
- Recommends and participates in hiring and disciplinary actions;

- Ensures proper uses and maintenance of hand and portable power tools;
- Trains personnel in the safe operation and maintenance of heavy equipment;
- Operates heavy equipment such as dozers, scrapers, graders and trenchers;
- Participates in the preparation of reports, budgets and other administrative duties;
- Maintains a variety of maintenance records;
- Prepares performance evaluations and counsels personnel;
- Reports on the work of crew engaged in RIX and Water Reclamation Plant equipment maintenance;
- Ensures that accepted work and safety methods are practiced;
- Coordinates the requisitioning of supplies and parts;
- Routinely adheres to and maintains a positive attitude towards City and department goals.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles of operation and maintenance of diesel, methane, natural gas, and internal combustion engines;
- Methods, materials, tools and techniques used to inspect, diagnose, repair and overhaul various Water Reclamation Plant equipment;
- Equipment, machines, tools, and methods used in fabricating or repairing metal parts, tools and machines;
- Preventative maintenance programs and associated record keeping;
- Maintenance planning, scheduling and work order system; Safety standards and practices applicable to wastewater treatment;
- Basic leadership techniques;
- Operations of heavy equipment such as loaders, scrapers, earth movers, front loaders, back-hoes, tractors;
- Knowledge of operations and maintenance of Ultra Violet Disinfection Systems;
- Methods, material, equipment and tools used in mechanical installation, maintenance and repair of plant equipment such as well pumps, motors and VFD's.

Ability to:

- Supervise and train;
- Use complex diagnostic instruments and meters;

- Make accurate inspections of operating equipment;
- Identify and diagnose malfunctioning equipment;
- Assign work, set priorities for and train maintenance staff;
- Work from blue prints, drawings, sketches, specifications and technical manuals;
- Read and write at a level sufficient for job success;
- Make arithmetic calculations at a level sufficient for job success;
- Understand and carry out oral and written instructions;
- Organize, coordinate, and supervise the work of mechanical maintenance staff;
- Communicate clearly both orally and in writing;
- Establish and maintain effective relationships with those contacted in the course of work;
- Operate a vehicle observing legal and defensive driving practices;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent, and

Experience: Three (3) years journey level experience in the maintenance of industrial engines or Water Reclamation Plant equipment, and five (5) years of operating heavy equipment such as dozers, scrapers, graders, and trenchers.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12405c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, ascend and descend ladders, and perform other similar actions during the course of the workday. Must be able to work both inside and outside, working in various weather conditions, including odors, and dust. Incumbent must be able to work various shifts, weekends, and overtime including on call as necessary. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbent must be able to transport materials and supplies weighing up to 30 pounds, and travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: RIX Mechanical/Maintenance Supervisor

To: Water Reclamation Maintenance Superintendent

Job Description:

BOWC Approved: 6/14/2005

CSB Approved: 6/14/2005

Testing Standards:

Open/City Promotional/Civil Service Oral: 1/12/1999