

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION MECHANICAL/MAINTENANCE SUPERVISOR

DATE: 8/7/2012

JOB CODE: 51805

FLSA STATUS: 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 Water Reclamation Plant equipment and facilities maintenance; supervise and inspect the work of contractors; 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 controlling job interruptions due to emergency requests.

DISTINGUISHING CHARACTERISTICS

The class of Water Reclamation Mechanical/Maintenance Supervisor is the working supervisory level in the mechanical/maintenance series. Supervision is received from the Water Reclamation Maintenance Superintendent. Supervision is exercised over subordinate Water Reclamation Plant Mechanical/Maintenance and Facility Maintenance staff. Incumbents are responsible for assisting the superintendent in formulating and developing section goals and objectives, supervising assigned personnel, and directing day-to-day activities. The ability to understand customer needs and balance response with cost effective scheduling is essential.

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:

- Provide courteous and expeditious customer service to the general public and City Department staff;
- Motivate craft personnel and semi-skilled staff;
- Perform safety, quality, and time standard monitoring of jobs;
- Recommend and participate in hiring and disciplinary actions;

- Recommend skill level and training for assigned staff;
- Prepare performance evaluations of assigned staff;
- Recommend equipment and facilities maintenance practice improvements and cost reductions;
- Identify the causes of failures, breakdowns, and repetitive repairs;
- Guide, check, frequently monitor, and inspect the work of assigned staff;
- Report on the work of a crew engaged in Water Reclamation Plant equipment maintenance;
- Coordinate assignments of specific tasks to assigned staff with the maintenance, planning, and scheduling function;
- Ensure that accepted work and safety methods are practiced;
- Perform and supervise maintenance, construction, and repair work involving the use of tractors, backhoes, loaders, trucks, cranes, manlifts, sewer vacuum/jet-rodder trucks, and related equipment;
- Assist in the development of specifications for maintenance, construction, and repair contractual services;
- Coordinate and participate in the inspection, diagnoses, replacement, installation, fabrication, and repair of malfunctioning equipment typically found in a modern Water Reclamation Plant;
- Ensure proper use and maintenance of hand and portable power tools used in moderately complex installation, repair, and construction of projects;
- Maintain a variety of maintenance records;
- Coordinate the requisitioning of supplies and parts;
- Operate Department vehicles;
- Routinely adhere to and maintain a positive attitude toward City and Department goals; and
- Perform other related work as required.

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, maintenance, and repair of diesel, methane, natural gas, and internal combustion engines;
- Principles, theory, and practices of electricity, electronics, pneumatics, hydraulics and mechanics as they apply to installation, maintenance and repair of equipment and instruments commonly found in wastewater treatment and recycling facilities;

- Shop mathematics applicable to the mechanical trade;
- Methods, materials, tools and techniques used to inspect, diagnose, repair and overhaul various Water Reclamation Plant equipment and facility systems;
- 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;
- English usage, spelling, grammar and punctuation;
- Mid-level computer operation skills, including word processing, database programs, spreadsheets, electronic mail, department utilized software application programs, and CMMS;
- Basic leadership techniques and principles of supervision and training.

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;
- Coordinate and implement a maintenance schedule, making efficient use of all equipment and personnel;
- Estimate material and labor costs;
- Work from blue prints, drawings, sketches, specifications and technical manuals;
- Read and write at a level sufficient for job success;
- Prepare written and oral reports;
- 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 and facility 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;
- Must be able to work both inside and outside;
- Evaluate the need for building maintenance repair;
- Work in various weather conditions, including odors, and dust;
- Work various shifts, weekends, and overtime including on call, as necessary;
- Must be able to ascend and descend ladders;
- See in the normal vision range with or without correction;
- Hear in the normal audio range with or without correction;
- Lift up to 30 pounds in normal duties;
- Work under moderate or high stress conditions;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier;
- Respond to call-out or emergencies as required; handle emergency situations as directed.

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.

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 12505c)

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, infectious disease, and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents, and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climate conditions. There is frequent need to stand, stoop, walk, crawl, climb, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a variety of environmental and weather conditions, transport materials and supplies weighing up to 50 pounds, work in boom truck with lift of 30 to 60 feet, and work to heights of 150 feet. Must be able to see in the normal visual range with or without correction. 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: Water Reclamation Mechanical/Maintenance Supervisor

To: Water Reclamation Maintenance Superintendent

Job Description:

BOWC Approved:

9/20/1994

Rev:

11/19/2002

8/7/23012

Testing Standards:

Open/City Dept Promo/CS Supplemental App/App Review

CSB Approved

08/28/2012