

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**WATER RECLAMATION MECHANICAL/MAINTENANCE LEADPERSON****JOB DESCRIPTION**

Under general supervision, to lead, guide and participate fully in the work of an assigned crew engaged in water reclamation plant equipment maintenance, personally performing and monitoring the more difficult work of the crew; to train, instruct and correct the work of assigned crew members in the performance of specific tasks; and to perform related work as required.

REPRESENTATIVE DUTIES

Provides courteous and expeditious customer service to the general public and City department staffs; motivates craft personnel and semi-skilled staff; guides, checks, monitors, inspects and reports on the work of crews engaged in water reclamation plant equipment maintenance; assigns specific tasks to crew members at the job site; trains, instructs and corrects the work of crew members, ensuring that accepted work and safety methods are practiced; leads and participates in inspections, diagnoses, replacement, and repair of worn and malfunctioning equipment including positive displacement blowers, gear-heads, and lift pumps, centrifugal blowers, bar screens, various types of pumps, valves, check valves, flow gates, compressors, conveyors, belt drying systems, odor scrubbing systems, filtering systems, centrifuges, methane gas flare and associated digester flame arrester systems, clarifier drives, clarifier skimmers and blowers, grit classifiers and air dryers; cuts and threads pipe; installs plumbing; fabricates foundations for engines, pumps, motors and blowers; properly uses and maintains hand and portable power tools used in the projects of a modern wastewater treatment plant; coordinates the requisitioning of supplies and parts; operates department vehicles; plans and schedules work tasks; operates computer system in maintaining a variety of maintenance records; routinely adheres to and maintains a positive attitude towards City and Department goals; and performs other related work as required.

MINIMUM QUALIFICATIONS

Graduation from high school or G.E.D.; and three years journey level experience in the maintenance of industrial engines or Water Reclamation Plant equipment. May be required to work various shifts, weekends, and overtime including on-call duty. Must possess a valid California Class "C" driver's license; Note: For out-of-state applicants, a valid driver's license is required, and a valid

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Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12504a).

GENERAL QUALIFICATIONS

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 records as well as associated records keeping, and utilization of Microsoft Windows based personal computers;
Maintenance planning, scheduling and work order system;
Safety standards and practices applicable to wastewater treatment;
Basic leadership techniques and effective supervisory skills.

Ability to:

Supervise and train;
Use complex diagnostic instruments and meters;
Make accurate inspections of operating equipment;
Identify and diagnose malfunctioning equipment;
Utilize Microsoft Windows based personal computer;
Assign work, set priorities for and train maintenance staff;
Work with blue prints, drawing, 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;
Operate a vehicle observing legal and defensive driving practices;
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;
Must be able to work inside and outside, and under various work conditions; and exposure to weather, fumes, odors, and dust;
Ascend and descend ladders and lift 50 pounds;

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See in the normal vision range with or without correction;
Hear in the normal audio range with or without correction;
Lift fifty (50) pounds in normal duties;
Work under moderate to heavy stress;
Maintain a driving record that meets vehicle code standards
and is acceptable to the Department and its insurance
carrier.

ORGANIZATIONAL RELATIONSHIPS

The Class of Water Reclamation Mechanical/Maintenance Leadperson is the working supervisory level in the Water Reclamation Maintenance Series. Supervision is received from the Water Reclamation Mechanical/Maintenance Supervisor or the Water Reclamation Maintenance Superintendent. Supervision is exercised over all Water Reclamation Plant Mechanical/Maintenance Craft Staff. May serve as Water Reclamation Mechanical/Maintenance Supervisor.