

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION MAINTENANCE SUPERVISOR

DATE: 3/26/2019

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, plan, schedule, assign, monitor, review, 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; to train, instruct and correct the work of assigned staff members; to assist in design, planning, scheduling, and the construction management of projects; to participate in the gathering and compiling of data and the preparation and review of designs, plans, estimates, specifications, and reports for the construction, alteration, and maintenance of Water Reclamation facilities; directly responsible for the implementation and adherence to the weekly work schedule and for coordinating its execution with Water Reclamation Operations or other ; directly responsible for the implementation of the work order system at the line level; and controlling job interruptions due to emergency requests.

The Water Reclamation Division is responsible for maintaining two (2) wastewater treatment facilities (33 MGD and 41 MGD) and fifteen (15) collections system lift stations (12 small and 3 large ranging from minimal to 12 MGD).

DISTINGUISHING CHARACTERISTICS

The class of Water Reclamation 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 Mechanics and Facility Maintenance staff. Incumbents are responsible for assisting the Water Reclamation Maintenance Superintendent in formulating and developing goals and objectives, supervising assigned personnel, directing day-to-day activities, and ensuring that the Plant's and related equipment and facilities are maintained in a safe and efficient manner. The ability to understand customer needs and balance response with cost effective scheduling is essential. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures, and guidelines and have significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are expected to use sound and independent judgment in carrying out job assignments, and may serve in the absence of 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:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain/support/promote City and Department goals;
- Utilizing a Computerized Maintenance Management System (CMMS) to monitor and improve productivity, plan, schedule, assign, coordinate, and supervise work to manufacturer's specifications in the inspection; diagnosis; troubleshooting; construction; installation; predictive, preventive, or reactive maintenance; removal, disassembly, reassembly, replacement, realignment, repair, and servicing of industrial mechanical equipment, components, facilities, and machinery used in the operation of the Water Reclamation Division; various plant equipment can include small, medium, and large stationary diesel, methane, and natural gas engines and associated equipment, positive displacement blowers, gearheads and lift pumps, centrifugal blowers, bar screens, pumps (piston/plunger, eccentric screw, screw, gear, diaphragm, rotary vane, peristaltic, progressive cavity / positive displacement, centrifugal, vane, turbine, axial flow, and propeller), valves (check, gate, plug, ball, needle), flow gates, compressors, conveyors, belt drying systems, odor scrubbing systems, filter systems, digester gas flare systems, flame arrestor systems, clarifier drives and skimmers, grit classifiers, air dryers; work with pipes, tubes, rods, seals, shafts, stuffing boxes, packing, gears, motors, bearings, couplings, chemical storage and feed systems, motor controllers, transmitters, level controllers, alarm systems; test and monitor equipment and machinery for vibration, bearing temperature, and output capacity;
- Organize and coordinate the work schedules of various maintenance and mechanical staff to meet work assignments; provide day-to-day leadership and work with staff to ensure a high-performance, customer-oriented work environment that supports achieving the section's and the Department's mission, strategic plan, objectives, and values;
- Assist the Water Reclamation Maintenance Superintendent in long-range planning of Water Reclamation Division projects; participate in the preparation of operating and capital budget recommendations; review plans and specifications of work to be done and requisitions material; authorize the purchase of materials in accordance with the Department's Purchasing Policy, and monitor work activities and expenditures to control budgeted costs;
- Interpret and modify work orders for proper completion of requested tasks verifying validity and necessity of requests;
- Determine priorities between reported problems and scheduled work assignments; ensure the timely completion of reactive/corrective, preventive, or predictive maintenance programs or work orders;
- Inspect and evaluate work being performed; identify problem areas and direct remedial action; respond to emergency situations as necessary;
- Plan and evaluate the performance of assigned subordinate personnel; motivate skilled, semi-skilled, and unskilled staff; evaluate, plan, and schedule additional training; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; subject to management concurrence, take appropriate disciplinary action to address performance deficiencies, in accordance with Department personnel rules, policies, and the Memorandum of Understanding provisions;

- Perform safety, quality, and time standard monitoring of jobs;
- Attend and actively participate in briefings and meetings; confer with and make reports to superiors on work programs; compile information of past and current activities of the section crews;
- Prepare, maintain, critically review, and approve a variety of records and reports, including time cards, time off requests, work schedules, assignment schedules, on-call coverage schedules, worksheets, accident reports, Work Orders, Daily Logs, and other documents; assist in continuous development and maintenance of a single digital repository of Operations and Maintenance (O&M) Manuals; supervise and manage assigned staff's schedules, rotations, on-call, vacation, and/or sick leave coverage while minimizing overtime usage;
- Instruct/train and evaluate personnel in work methods, good housekeeping, and safety practices; ensure the adherence to safety standards and the proper use of tools or safety equipment; carry out the Department's safety program; ensure subordinates follow safety practices in work methods and procedures; enforce proper safety procedures while working in dangerous situations; educate employees on rules, regulations, safe work habits, and potential hazards presented by their work environment;
- Provide job-related technical assistance to other Water Department Section Supervisors; serve as a resource for the Water Reclamation Maintenance Superintendent; research new operational methods, techniques, and equipment and recommends their application;
- Maintain information exchange with other Water Department sections concerning the impacts of Section activities;
- Operate personal computers and office software;
- Participate in the selection of personnel;
- Plan and lay out jobs from blueprints, drawings, sketches or verbal instructions; maintain records in the form of blueprints, drawings, and specifications for industrial and water works equipment and machinery; plan and design mechanical modifications to Water Reclamation facilities; review or prepare drawings and specifications for contract work and inspect work performed to determine compliance to standards and requirements;
- Answer emergency calls 24-hours-per day, 7-days-per week; respond to emergencies at various locations, if necessary;
- Attend and participate in professional group meetings; stay abreast of industry trends and innovations in assigned field;
- May take the place of the Water Reclamation Maintenance Superintendent in their absence;
- Recommend equipment and facilities maintenance practice improvements and cost reductions;
- Identify the causes of failures, breakdowns, and repetitive repairs;
- Operate Department vehicles;
- Perform other related work as required.

In addition, may perform the following duties as required by assignment:

- Schedule, monitor, supervise, and implement the maintenance and repair of the Sewer Collections Lift Stations; plan, lay out, inspect, and supervise the work of crews engaged in the maintenance, rehabilitation, or upgrading of collections lift stations;
- Schedule, monitor, supervise, implement, and report on the maintenance and repair of the Rapid Infiltration and Extraction (RIX) Facility, including maintenance of an extensive array of vertical turbine well pumps, large earthen filtration basins using heavy equipment, and the ultraviolet (UV) system (where properly trained); train or ensure training of personnel in the safe operation and maintenance of heavy equipment.

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:

- General principles of effective supervision, including selection, training, work evaluation and discipline;
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards;
- Basic engineering principles relative to hydraulics and fluid mechanics;
- Standard practices, principles, procedures, methods, techniques, tools, materials, and equipment used in the installation, inspection, maintenance, and repair of industrial mechanical equipment, pumps, plumbing and pipe fitting, motors, controllers, drives, lift stations, and machinery common to Water Reclamation or similar industrial facilities;
- 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;
- Intermediate to advanced level mathematics applicable to the mechanical trade; basic accounting principles
- 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;
- Preventive and predictive maintenance programs and associated record keeping;
- Computerized Maintenance Management System (CMMS) planning, scheduling and work order software;
- Safety standards and practices applicable to wastewater treatment;
- Terminology used in wastewater, maintenance, and construction industries;

- Advanced principles of project and contract management;
- The Globally Harmonized System (GHS) of Classification and Labeling of Chemicals;
- English usage, spelling, grammar and punctuation; verbal English to understand and be understood; written English to communicate in writing at an intermediate level
- Mid-level computer operation skills, including word processing, database programs, spreadsheets, electronic mail, department utilized software application programs, and CMMS;

Ability to:

- Plan, organize, estimate, coordinate, assign, review, and evaluate the work of others; evaluate materials and workmanship of construction, maintenance, and repair work;
- Work accurately, efficiently, and effectively with various computer programs in the Microsoft Office Suite (MS Outlook, MS Word, MS Excel, MS PowerPoint);
- Prepare clear and concise technical reports and cost estimates;
- Demonstrate a detailed understanding of the wastewater treatment process including chemicals used within one (1) year of appointment;
- Use complex diagnostic instruments and meters;
- Make accurate inspections of operating equipment;
- Identify and diagnose malfunctioning equipment;
- Coordinate and implement an effective and appropriate maintenance schedule, making efficient use of all equipment and personnel, maximizing predictive and preventive maintenance schemes;
- Troubleshoot moderately complex Water Reclamation equipment performance problems;
- Perform project management including scheduling, change orders, and project close out activities;
- Conduct thorough investigations, organize data, and draw sound conclusions;
- Interpret and apply Water Department policy;
- Select, motivate, and evaluate staff and provide for their training and development;
- Identify and implement effective courses of action to complete assigned work;
- 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;
- Evaluate the need for building maintenance repair;
- Work various shifts, weekends, and overtime including on call, as necessary;
- Work under moderate or high stress conditions;
- Serve effectively in the absence of or upon the direction of the Water Reclamation Maintenance Superintendent, performing all administrative functions;
- Learn and apply new information and skills;
- Exercise sound independent judgment within established guidelines;
- Operate a vehicle observing legal and defensive driving practices;
- 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: At least five (5) years of experience in the installation, maintenance, and repair of wastewater or water facilities or similar industrial mechanical maintenance and repair experience, with three (3) years journey level experience. Experience in the installation, maintenance, and repair of pumping equipment, including valves, pumps, and motors specifically in a wastewater treatment or collections system environment is highly desirable. Completion of college-level course work is highly desirable.

Certificates: A valid California Water Environment Association (CWEA) Mechanical Technologist Grade 1 certificate is required within 12 months of appointment;

A valid California Water Environment Association (CWEA) Mechanical Technologist Grade II certificate is required within 18 months of appointment;

A valid California Water Environment Association (CWEA) Mechanical Technologist Grade III certificate is required within 24 months of appointment;

A valid California Water Environment Association (CWEA) Mechanical Technologist Grade IV certificate is highly desirable.

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a “key responder” and as such shall be required to respond to non-normal working hour emergency operational conditions.

Possession of a valid Class “C” California driver’s license. For out of state applicants, a valid driver’s license is required and a valid Class “C” California driver’s license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

Possession of a valid California Class “A” commercial driver’s license with air brake endorsement, tanker endorsement, and valid Medical Examiner’s Certificate appropriate for the equipment to be operated is required within 12 months of appointment.

Employee may be required to be clean shaven or have trimmed facial hair in order to properly use personal respirators or SCBA equipment. Must pass a respirator medical exam and be physically able to wear SCBA equipment. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment.

There may be additional special requirements, depending on assignment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The physical tasks and environmental conditions below are representative of those necessary to perform the essential functions of this position. Reasonable accommodations for physical and/or mental disabilities may be considered on a case-by-case basis.

Work is primarily performed in a field environment that is frequently loud and prolonged, in a variety of environmental and extreme weather conditions (both indoors and out), and in or near street traffic with significant exposure to hazardous drivers. Incumbents regularly work near moving mechanical parts, are exposed to wet and/or humid conditions and heavy vibrations and work in precarious places. Incumbents frequently work on slippery or uneven surfaces or work occasionally involves exposure to potential harm, to fumes or airborne particles, sewage (untreated wastewater), communicable disease, toxic, hazardous, or caustic chemical, smoke, or fumes in various states (gaseous, liquid, or solid), and risk of electric shock.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools and mechanical and motorized equipment, to transport materials and supplies, and to travel to various locations. Incumbents must regularly lift and/or move up to 50 pounds and frequently over 100 pounds.

Incumbents are regularly required to sit, walk, and stand, talk and hear, use hands to finger, handle, feel, or operate objects, tools, or controls, reach with hands and arms, perform repetitive movements of hands or wrists, climb or balance on ladders or stairs, stoop, kneel, bend at the waist, crouch or crawl, and smell. Incumbents may be required to work from heights on ladders, scaffoldings, motorized platforms, building roofs, or other elevated surfaces. Incumbents must be able to identify and tolerate unpleasant order and environments and take appropriate safety precautions.

Incumbents must be able to see in the normal visual range, with or without correction, with vision sufficient enough to read small print and gauges, to see up close and at a distance, use both eyes, have depth perception, color vision, and the ability to adjust focus. Must be able to hear in the normal audio range with or without correction.

CAREER LADDER

From: Water Reclamation Maintenance Supervisor

To: Water Reclamation Maintenance Superintendent

Job Description:

BOWC Approved:
Rev:

9/20/1994
11/19/2002
8/7/2012
3/26/2019

Testing Standards: App Review/Supp App Review