

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION FACILITIES MAINTENANCE SUPERVISOR

DATE: 07/01/2025

JOB CODE: 2174

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 staff engaged in facilities maintenance; supervise and inspect the work of contractors; train, instruct, and correct the work of assigned staff members; assist in the design, planning, scheduling, and construction management of projects; participate in the gathering and compiling of data and preparation and review of designs, plans, estimates, specification, and reports for the construction, alteration, and maintenance of the Water Reclamation Plant, RIX, Lift Stations, and the Department's Southern Campus buildings, facilities and grounds; directly responsible for the implementation and adherence to the weekly work schedule and coordinating its execution with applicable sections/Divisions of the Department; directly responsible for the implementation of the work order system at the line level; and control job interruptions due to emergency requests.

DISTINGUISHING CHARACTERISTICS

The class of Water Reclamation Facilities Maintenance Supervisor is the working supervisory level in the facilities maintenance series. Supervision is received from the Water Reclamation Maintenance Superintendent. Supervision is exercised over subordinate Water 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 the incumbent has 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 service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Participate in the selection, training, supervision, and evaluation of assigned staff; participate in the establishment of performance requirements and personal development targets and provide technical assistance and advice to assigned staff;
- Organize and coordinate the work schedules of 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 achievement of the section's and Department's mission, strategic plan objectives, and values;
- Assist with the development and administration of the Division's annual budget; direct the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies;
- 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 specification of work to be done and requisition materials; 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;
- Provide day-to-day leadership and work with staff to ensure a high-performance, customer service-oriented work environment which supports the achievement of the Division's and the Department's mission, strategic plan, objectives, and values;
- Determine priorities between reported problems and scheduled work assignments; ensure the timely completion of reactive/corrective, preventive, or predictive maintenance programs or work orders;
- Prepare, maintain, critically review, and approve a variety of records and reports, including timecards, time off requests, work schedules, assignment schedules, worksheets, accident reports, work orders, daily logs, and other documents; supervise and manage assigned staff schedules, rotations, vacations, and or sick leave coverage while minimizing overtime usage;
- Assist in the continuous development and maintenance of the Computerized Maintenance Management System (CMMS); perform routine audits of work orders completed by staff for accuracy of information, train staff on and enforce the proper use of the CMMS;
- Provide job-related technical assistance to other Department section supervisors and staff; serve as a resource for the Water Reclamation Maintenance Superintendent; research new operational methods, techniques, and equipment and recommend their application;

- Maintain information exchange with other department sections concerning the impacts of section activities;
- Attend and participate in professional group meetings; stay abreast of industry trends and innovations in assigned field;
- 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;
- Plan and lay out jobs from blueprints, drawings, sketches, or verbal instructions; maintain records in the form of blueprints, drawings, and specifications for equipment and machinery related to the duties of the sections; plan and design 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;
- 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;
- Plan, document, 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 Personnel Rules, Department policies , and Memoranda of Understanding (MOU) provisions;
- Answer emergency calls; respond to emergencies at various locations, if necessary;
- Provide technical and safety training to personnel on safety hazards, work procedures, and care and use of equipment and tools;
- Evaluate condition of Department facilities; develop cost recommendations and estimates for repairs and coordinate and monitor repairs for Department facilities; recommend special work or necessary equipment maintenance; requisition necessary equipment and supplies; ensure the timely completion of preventive maintenance programs;
- Monitor, inspect, and evaluate the performance of contractors engaged in the construction, maintenance, and repair of Department buildings, grounds, and facilities; ensure contractor performance complies with contract provisions, specifications, and standards; prepare specifications and plans for new projects to be performed by Department personnel or contractors; monitor contract activities to ensure compliance with applicable laws and regulations;
- Respond to inquiries and complaints from other sections; coordinate activities with other sections;
- Prepare or review and maintain a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, maintenance requests, and requisitions for section activities;

- Inspect and evaluate work being performed by Department staff and/or contractors; identify problem areas and direct remedial action; respond to emergency situations as necessary;
- Attend meetings with other sections and Department staff;
- Participate in long-term planning to assess future needs;
- Ensure staff observes and complies with all Department and mandated safety rules, regulations, and protocols;
- Operate Department vehicles and equipment; and
- Perform other related duties 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 and practices of effective employee supervision, including work planning, assignment review, documentation, and evaluation, selection, discipline, and training of staff in work procedures;
- Principles and practices of leadership;
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly;
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility;
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards;
- Standard practices, principles, procedures, methods, techniques, tools, materials, and equipment used in the installation, inspection, maintenance, and repair of facility related building and grounds maintenance;
- Principles and practices of budget preparation and administration;
- Intermediate to advanced level mathematics applicable to the maintenance trade; basic accounting principles;
- Methods, materials, tools, and techniques used to inspect, diagnose, repair and overhaul various buildings and grounds and facilities-related systems; Preventive and predictive maintenance programs and associated recordkeeping;
- Commonly used plumbing materials such as PVC, CPVC, copper, black iron, galvanized, etc.;

- 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;
- Basic principles and practices in soil compaction, road construction, and road repair;
- Principles, methods, and equipment used in facilities, earthwork construction, maintenance, and repair work;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Department staff;
- English usage, spelling, grammar, and punctuation; verbal English to understand and be understood; written English to communicate in writing at an intermediate level;
- Modern equipment and communication tools (including use of smartphone) used for business functions and programs, project, and task coordination, including computers and software programs relevant to work performed;
- Core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

- Plan, organize, estimate, coordinate, assign, review, document, 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 reports and cost estimates;
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards;
- Assist with the preparation, administration, and monitoring of the Department's budget;
- Read and interpret plans, specifications, and manuals;
- Use complex diagnostic instruments;

- 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, maintain and repair moderately complex HVAC systems and buildings, facilities, and grounds related equipment performance problems;
- Perform project management including scheduling, change orders, and project closeout activities;
- Interpret and apply Department policies;
- Assist in the selection of new employees;
- Motivate staff and provide for their training and development;
- Sweat copper plumbing fittings, assemble various plumbing systems and related fixtures;
- Prepare subgrade; form and inspect reinforcing steel, embeds, and concrete falsework; place and finish concrete surfaces;
- Clean, prepare, and apply paint and other coating systems to/on industrial and commercial buildings, equipment, and structures in compliance with industry standard methods;
- Order, construct, and inspect repairs and /or patches to asphalt and concrete defects;
- Order, perform, and inspect landscape maintenance, including bushes, shrubs, ground coverings, and trees, including cooperation with trained biologists and arborists;
- Order, construct, maintain, and repair fencing systems and gates;
- Order, construct, maintain, and repair general building systems and finishes (doors, surface finishes, cabinetry, fixtures, ceiling systems, etc.);
- Identify and implement effective courses of action to complete assigned work;
- Estimate material and labor costs;
- Work from blueprints, drawings, sketches, specifications, and technical manuals;
- Read and write at a level sufficient for job success;
- Prepare written and oral reports;
- Understand and carry out oral and written instructions;
- Organize, coordinate, and supervise the work of facility maintenance staff;

- Communicate clearly and concisely both orally and in writing, using appropriate English grammar and syntax;
- Establish and maintain effective relationships with those contacted in the course of work;
- Evaluate the need for building maintenance repair;
- Work various shifts, weekends, and overtime 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 judgment within established guidelines;
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures and standards relevant to work performed;
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments;
- 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;
- Respond to callout emergencies as required; handle emergency situations as directed;
- Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; and create an environment of continuous improvement to ensure business unit results consistent with expectations in key performance measures.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent,

AND

Experience: Five (5) years of experience in facilities construction and/or maintenance including four (4) years of responsibility for leading the work of others.

NECESSARY SPECIAL REQUIREMENTS

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

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.

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, 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 sufficient vision 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.

Job Description:

Board Approved:

6/24/2025

Testing Standards: App Review/Supp App Review