

ENCINA WASTEWATER AUTHORITY

DATE: August 2022
POSITION TITLE: Field Services Superintendent
DEPARTMENT: Technical Services
REPORTS TO: Director of Technical Services
FLSA STATUS: Exempt

POSITION SUMMARY: Under the general supervision of the Director of Technical Services with input from the Maintenance and Information Systems Managers, this position: manages, coordinates, and supervises as-needed contractor services for the maintenance, installation, overhaul, and repair of equipment or special projects of the Encina Water Pollution Control Facility (EWPCF), Carlsbad Water Recycling Facility (CWRF), Remote Facilities, and other Authority operated facilities as directed by the Director of Technical Services; and administers the Authority's Computerized Maintenance Management System (CMMS), providing lead technical and business support as well as analysis for the Authority's CMMS, including support of asset management, capital improvement project planning, work planning, and spare parts inventory within the CMMS software. This position coordinates all as-needed contractor effort with all departments as well as the interface of the CMMS system, procedures, and data transfer to various departments, develops all CMMS procedures, and provides training to end users.

SUPERVISORY DIMENSIONS: This position exercises no direct supervision of Authority staff. The incumbent exercises both direct and general supervision of as-needed contractor services performing tasks at any of the Authority operated facilities and may provide training and guidance to Technical Services staff as directed by the Director of Technical Services.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Exhibit all leadership traits and ethical behaviors required of California local government employees.
- Promote the Authority's Mission, Vision, and Values.
- Act as point of contact for the day-to-day operations of the CMMS.
- Manage As-Needed Contractors, serving as single point of contact for work planning/scheduling, materials procurement, contract management, monitoring of work performed, and verification of completion.
- Support CIP Project Managers by providing asset management input and maintenance procedure expertise for R-CAMP/E-CAMP and other planning and design projects to streamline workflow, reduce costs, and improve the quality of the services provided.

- Ensure contract work meets specifications, document any discrepancies, and work with contractor to resolve issues
- Act as liaison on scheduling matters between Technical Services, Operations, General Contractors, and other project stakeholders to coordinate as needed construction project schedules to reduce negative impacts on the efficiency of treatment systems and remote stations.
- Perform analyses and provide recommendations for monthly construction progress payment requests; monitor actual progress versus planned progress and recommend steps to resolve issues.
- Attend contractor meetings; provide schedule recommendations; and assist with establishing schedule milestones for assigned projects.
- Responsible for CMMS user training, including development of training materials. Provide support to users for applicable problems and solutions.
- Develop CMMS reports, dashboard queries, and special queries to meet user requirements. Develop graphical Key Performance Indicators, metrics, and screen layouts as required.
- Maintain accurate asset registry for the Encina Water Pollution Control Facility (EWPCF) and remote facilities, including field verification of assets.
- Coordinate with all departments to develop and manage maintenance standards/procedures used for entering facility-wide asset information.
- Perform periodic analysis of preventative maintenance program and present analysis to Department Managers/Supervisors.
- Assist the Department Managers/Supervisors in performing periodic data quality control inspections and to produce periodic work force performance analysis reports.
- Operate Authority vehicles in accordance with EWA Vehicle Use Policy.
- Operate forklifts, utility carts, scissor lifts, aerial lifts, semi-tractors with trailers, and other such equipment within Authority operated facilities.
- Manage projects and programs as directed.
- Perform other duties as assigned.

Specific types of knowledge, skills and physical abilities required for these duties:

- Ability to effectively communicate with contractors, provide feedback on the status of work/projects, and document work progress as required.
- Ability to effectively communicate with EWA staff, provide feedback on the status of work plans and projects, and promote a positive working environment.
- General knowledge of the types of equipment used in the wastewater and recycled water treatment, biosolids, and energy production processes such as pumps, motors, valves, filters, engines, meters, blowers and compressors.

- Ability to read, interpret, and follow contract drawings, blueprints, and equipment diagrams.
- Ability to withstand strenuous physical activities for extended periods of time to include lifting, bending, carrying, crawling, and climbing.
- Proficient in computer fundamentals and Microsoft Office applications (i.e., Excel, Word, PowerPoint, Teams, Outlook), WIMS, CMMS, and Authority's requisition and employee self-services program.
- Working knowledge of safety practices and procedures as they apply to wastewater treatment facilities, pump stations, mechanical equipment, chemical handling, and gas management systems, and familiarization with reading and interpreting engineering plans.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.
- Ability to investigate, research and compile information, and present it in an organized written form.
- Ability to think and respond quickly under pressure and in emergency situations.
- Ability to work independently and safely while directing others to do the same.

EDUCATIONAL REQUIREMENT: An associate degree in science, engineering, business, public administration, or a related field of study from an accredited college or university or equivalent knowledge gained by experience.

EXPERIENCE REQUIREMENT: Six (6) years progressively responsible experience in the maintenance, repair, rebuild, and service of equipment found in the wastewater industry, to include three (3) years of experience in CMMS administration consisting of complex queries, user permissions, data transfers, and report development.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage. Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel or operate objects, tools, or controls; reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 pounds.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret

data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: While performing the duties of this job, the employee may be exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas. However, the employee typically works under the office conditions, and the noise level is usually quiet.

RESPIRATORY PROTECTION POLICY/PROGRAM REQUIREMENT: This position must comply with the Authority's Respiratory Protection Policy & Procedures, which requires the use of respirators when conducting specific tasks.

ADDITIONAL QUALIFICATIONS: Possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak, and comprehend English.

RIGHT TO WORK REQUIREMENT: Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation, physical examination, and drug screen.