

ENCINA WASTEWATER AUTHORITY

DATE: August 2022
POSITION TITLE: Maintenance Manager
DEPARTMENT: Technical Services Department
REPORTS TO: Director of Technical Services
FLSA STATUS: Exempt

POSITION SUMMARY: Under general direction of the Director of Technical Services, customarily and regularly exercises discretion, independent judgment, and decision-making. Through subordinate staff, this position coordinates the day-to-day maintenance, installation, overhaul, and repair of equipment 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. The incumbent is responsible for the budgeting, planning, coordinating, directing, scheduling, and supervising personnel in the maintenance and repair of complex secondary and tertiary wastewater treatment facilities, and wastewater conveyance facilities. This position ensures that: all permit requirements and applicable laws, regulations, and Authority policies are met; directs maintenance and repair activities at the EWPCF and other Authority operated facilities; performs a variety of technical and/or complex duties related to the maintenance and repair of preliminary, primary, secondary, and tertiary wastewater treatment systems, effluent pumping station, biosolids handling, water recycling, cogeneration, air treatment, and auxiliary systems; prepare, review, submit, and/or present technical, financial, and compliance reports; provide assistance to executive management in a variety of administrative, coordinative, analytical, and liaison capacity; involved in short and long-term planning, as well as development and administration of departmental policies, procedures, and services; serves as professional-level resource for organizational, managerial, and technical analyses and studies; directly interfaces with the Authority's Computerized Maintenance Management System (CMMS); and performs other related duties as assigned.

SUPERVISORY DIMENSIONS: Exercises both direct and general supervision of all Mechanical and Electrical Instrumentation services staff.

ESSENTIAL JOB DUTIES:

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

- Promote the Authority's Mission, Vision, and Values.
- Exhibit all leadership traits and ethical behaviors required of California local government employees.
- Provide direction to the Authority's Mechanical and Electrical Instrumentation services staff, including assisting in developing and implementing departmental plans, goals, and objectives that incorporate and are consistent with Authority's goals and objectives; review staff recommendations

on work organization, assignments, work schedules, and training needs; direct the organization, distribution, and performance of the workload; prepare performance evaluations; serve on employee interview panels; and identify and address training needs.

- Plan, direct, integrate, and review all aspects of treatment plant maintenance system programs; work closely with other departments to coordinate maintenance activities; process shutdowns; isolation of equipment; as well as commissioning activities in support of the CIP program and CIP projects; review the work plan for assigned staff; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and develop and participate in planning for assigned business units and with other divisions and departments.
- Review and approve plans, designs, and specifications as necessary; represent the district in dealing with other governmental agencies and entities; as well as negotiate and resolve sensitive issues.
- Responsible for the training, evaluating and mentoring of assigned staff; providing policy oversight and technical assistance to staff; working with employees to correct deficiencies and implementing discipline and termination procedures; participating in the development and administration of the division's budget; evaluating service delivery methods, recommending appropriate service and staffing levels; serving on a variety of boards and committees; attending and participating in professional group meetings; keeping abreast of new trends, laws and regulations; preparing and presenting clear and concise reports and other documents relating to area of responsibility; and other related duties as assigned.
- Assist in the management of the Authority's Operating and Capital budgets, including budget preparation, staffing, and capital recommendations, approving purchase requests and monitoring expenditures to ensure that expenses remain within budget.
- Maintain accurate records of personnel, materials, equipment, and maintenance activities.
- Assist in the planning of capital improvement projects through EWA's Planned Asset Replacement, Minor Plant Rehabilitation, and Major Plant Rehabilitation programs.
- Review engineering plans and specifications for construction projects. Attend design and construction meetings and contribute comments and recommendations on projects as assigned.
- Assure facilities compliance with Federal and State regulations pertaining to the maintenance and operability of equipment related to wastewater and recycled water treatment and disposal, biosolids treatment, and air permits.
- Work directly with EWA's Management team in the review and investigation of requests for facility improvements, modifications, and maintenance.
- Analyze procedures, refines schedules and develops work methods.
- Meet with vendors, investigates, and evaluates products and equipment, provides recommendations regarding product quality, price, and suitability for use by the Authority.

- Perform quality control inspections and analysis of work accomplished to ensure compliance with current standards, codes, and regulations.
- Consult with the Director of Technical Services on policies, procedures, rules, regulations, and practices relating to safety, security, efficiency, and cost effectiveness of maintenance operations.
- Maintain effective relationships with other employees, representatives of public and private agencies, and the general public.
- Interface with the Operations Department in reviewing service request priorities and coordinate departmental activities. Advise, assist, support, and interact with other Authority departments and divisions as appropriate.
- Attend and participate in professional group meetings; stays abreast of new trends and innovations in assigned maintenance field; research emerging products and enhancements and their applicability to the Authority's needs.
- Monitor construction projects at the Authority operated facilities and oversees vendors performing the work to ensure proper safety policies and procedure are followed and work is progressing satisfactorily, monitors expenditures against goals and objectives.
- Confer with engineering staff and consultants regarding the design and construction of new facilities and renovation of existing facilities.
- Participate in and Manage Authority staff and/ or member agency staff during incident command events. May serve as an incident commander.
- Operate Authority vehicles in accordance with EWA Vehicle Use Policy.
- Oversee general housekeeping tasks within the Authority operated facilities.
- Performs other duties as assigned.

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

- Possession of management skills including planning, organizing, staffing, directing, controlling, and budgeting. Ability to supervise, train, and develop staff.
- Knowledge in the safe and proper operation of various types of hand and power tools, gas and electric cutting and welding equipment, precision measuring devices, test meters, and gauges.
- Knowledge of Federal and State regulations and safety practices and procedures as they apply to biosolids, renewable resources, wastewater treatment processes and facilities, mechanical equipment, and chemical handling.
- Knowledge of the maintenance and repair of preliminary, primary, secondary, and advanced treatment processes, water reclamation, alternative fuels, biosolids heat drying, cogeneration, chemical handling, chlorination, instrumentation, and computer monitoring systems.
- Knowledge of machine shop operations and safety.

- Ability to operate safely and properly various gas- and diesel-powered vehicles.
- Ability to troubleshoot and repair complex problems with mechanical, electrical, and associated systems.
- 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.
- Ability to withstand exposure to varying weather conditions, work in wet/odorous areas, and work in confined areas, tanks, and structures.
- Ability to respond to 24-hour call-ins, work varying hours, weekends, holidays, and days off.
- Proficient in computer fundamentals and Microsoft Office applications (i.e., Excel, Word, PowerPoint, Teams, Outlook), and Authority's requisition, employee self-service, and CMMS programs.
- May be required to move heavy objects, lift, bend, reach, and climb.
- Proficient in structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Ability to establish and maintain cooperative working relationships to foster a team approach.
- Ability to use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

EDUCATION REQUIREMENT: A Bachelor's Degree in science, engineering, business, public administration, or a related field of study from an accredited college or university.

EXPERIENCE REQUIREMENT: Eight (8) years of progressively responsible experience in the maintenance, repair, rebuild and service of mechanical equipment found in the wastewater industry, to include four (4) years in a responsible supervisory or management capacity. Experience to include direct interaction with CMMS, contract management, budgeting, machine shop, 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.

CERTIFICATION REQUIREMENT: Possession of a valid California Water Environment Association (CWEA) Grade IV Mechanical Technologist or Electrical & Instrumentation Technologist certificate no later than 24 months after appointment to the Maintenance Manager position.

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 and fingers to handle, feel or operate objects, tools, or controls; reach and lift with hands or arms. The employee may be required to lift/move objects weighing approximately fifty (50) pounds. 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.

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 highly detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: While performing the duties of the 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 office conditions, and the noise level is usually quiet.

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. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

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.