

ENCINA WASTEWATER AUTHORITY

DATE: August 2022
POSITION TITLE: Mechanical Technician Supervisor
DEPARTMENT: Technical Services
REPORTS TO: Maintenance Manager
FLSA STATUS: Non-exempt

POSITION SUMMARY: Under general supervision, this position: provides both general and direct supervision of Mechanical Technician field staff; supervises and participates in Technical Services activities and maintenance of complex secondary and tertiary treatment systems of all Authority operated facilities; customarily and regularly exercises discretion, independent judgment, and decision-making to schedule preventative and predictive maintenance activities; plans and schedules in-house special projects; administers outside services contracts; and performs other related duties as assigned

SUPERVISORY DIMENSIONS: Exercises both direct and general supervision of all Mechanical Technician staff and the Cogen Specialist. In the absence of the Maintenance Manager or Electrical and Instrumentation Supervisor, supervises Electrical and Instrumentation Technicians as required.

ESSENTIAL JOB DUTIES:

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

- Promote Authority's Mission, Vision, and Values.
- Exhibit all leadership traits and ethical behaviors required of California local government employees.
- Plan, prioritize, assign, supervise, review and participate in the work of assigned staff responsible for the maintenance and repair of 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 Maintenance Manager.
- Assist in the budgeting, planning, coordinating, directing, and scheduling of personnel in the maintenance and repair of complex secondary and tertiary wastewater treatment facilities, and wastewater conveyance facilities.
- Supervise staff so that Department plans, goals, and objectives are met, including the development of recommendations regarding work organization, assignments, work schedules, and staff training needs; conduct staff training and develop written training manuals and procedures as needed; review and approve time sheets; serve on employee interview panels; prepare performance evaluations; and initiate disciplinary actions.

- Plan, prioritize, assign, supervise, review, and participate in 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.
- Receive work orders and other requests for maintenance services from various departments and staff; prioritize requests and orders needed materials for completing maintenance functions; schedule work according to maintenance and repair needs; receive and coordinate after-hours emergency requests.
- Confer with Technical Services, Operations, and Safety personnel to determine needs; verify special conditions and required work practices; perform field inspections and investigations; obtain technical information, plans, sketches, and written instructions; define work scope; estimate time, labor, equipment, and material needs; define safety equipment and permits needs; ensure that parts and materials are on hand; review plans with end users; prepare required work orders; and compile and incorporate completed work documentation into the CMMS.
- Supervise, plan, prioritize, assign, reviews train and participate in the work of assigned staff responsible for the maintenance, installation, monitoring, testing, troubleshooting and repair of treatment plants and related facilities and equipment, including plant, mechanical, electrical, electronic, pneumatic, hydraulic, control equipment; performs the most complex work of the unit including the maintenance, repair, and installation of lighting systems, sump pumps, controls, motors, transformers, generators, batteries, cranes, variable frequency drives, air conditioners, and switch gears.
- Responsible for machine shop activities and establish Standard Operating Procedures (SOP) for the safe and proper operation of shop equipment.
- Assist with planning and scheduling of projects. Provide oversight to projects in progress, ensure safety protocols are followed by staff, inspect work for quality assurance, and ensure detailed job completion information is properly documented in CMMS.
- Develop justification, specification, and requisition for new equipment purchases.
- Provide technical and safety training to assigned employees in their areas of work including work procedures, care and use of equipment and tools, installation methods, calibration procedures, safety hazards, confined space and lock-out and tag-out procedures; perform inspections of equipment and tools; completes confined space entry and lock-out and tag-out forms.
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
- Inspect, diagnose, and develops corrective action plans for complex plants, pump stations, and cogeneration plant for operation and maintenance problems.

- Review plans and technical specifications and provides input on functional aspects of proposed plant and remotes facilities as well as rehabilitation projects.
- Inspect and audit work processes, reviews task procedures and updates the preventive maintenance procedures based on the findings.
- Maintain record, prepare report, and assist other staff with operating and capital budget preparation.
- Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures.
- Monitor work sites and ensure adherence to safe work practices and procedures; respond to and resolve complex work related or equipment operating problems.
- Participate in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve department goals, objectives, and work standards.
- Performs administrative tasks for the organization as needed.
- Perform other duties as required.

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

- Ability to supervise, train, and develop maintenance personnel and supervise other Technical Services personnel as required.
- 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 effectively communicate with EWA staff and contractors, provide feedback on the status of work plans and projects, document work progress as required, and promote a positive working environment.
- Knowledge of methods and practices of conflict resolution and negotiation.
- Knowledge of the safe and proper use and operation of various types of hand and power tools, gas and electric cutting and welding equipment, precision measuring devices, test equipment, and gauges.
- Knowledge of safety principles, practices, and procedures of engineering and construction inspection, mechanical equipment, pump stations, chemical handling and gas management systems used in wastewater treatment and wastewater conveyance.
- Knowledge of principles and practices of maintenance program development and administration; advanced predictive, preventive, and corrective maintenance techniques; mathematics and their application to maintenance work; basic principles of budget planning, program development, administration, and accountability.

- Ability to troubleshoot and repair complex problems with mechanical, electrical, and associated systems.
- Proficient in structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- 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.
- Read and interpret; engineering plans, ladder logic, blueprints, line drawings, and operating and maintenance manuals.
- 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.
- Ability to be medically authorized to be fitted for and wear a respirator in accordance with the Authority's Respiratory Protection Policy.
- Ability to withstand exposure to varying weather conditions, work in wet/odorous areas, and work in confined areas, tanks, and structures.
- Ability to withstand strenuous physical activities for extended periods of time to include lifting, bending, carrying, crawling, and climbing.
- Ability to respond to 24-hour call-ins, work varying hours, weekends, holidays, and days off.

EDUCATION/TRAINING/EXPERIENCE-REQUIREMENT: *The qualification guidelines generally describe the knowledge and ability required to enter the job to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills, and abilities can be substituted.*

~~An~~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 is preferred or~~ equivalent knowledge gained by experience.

EXPERIENCE REQUIREMENT: Six (6) years of progressively responsible experience in the maintenance, repair, rebuild, and service of mechanical equipment found in the wastewater industry, to include two (2) years in any capacity of -responsibility such as lead or supervisory ~~capacity.~~

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 Grade ~~III~~ California Water Environment Association (CWEA) Mechanical Technologist certification or the ability to obtain certification within 12 months of appointment to the position and maintenance of the certification in an active status.

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 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.

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.