

ENCINA WASTEWATER AUTHORITY

DATE: March 2013 (revised)
POSITION TITLE: Maintenance Manager
DEPARTMENT: Maintenance Department
SECTION: Maintenance
REPORTS TO: Director of General Services
FLSA STATUS: Exempt

POSITION SUMMARY: Under general supervision, the Maintenance Manager customarily and regularly exercises discretion, independent judgment, and decision-making. This position supervises the maintenance, installation, overhaul, and repair of plant equipment; directly interfaces with the Authority's Computerized Maintenance Management System (CMMS); supervises plant contracts as directed; serves as a Biosolids Environmental Management System (EMS) team member; and performs other related duties as assigned.

SUPERVISORY DIMENSIONS: Maintenance staff.

ESSENTIAL JOB DUTIES:

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

- Supervises maintenance activities so that Department goals and objectives are met, including the development of recommendations regarding work organization, assignments, work schedules, and staff safety and training.
- Supervises machine shop activities and establishes Standard Operating Procedures (SOP) for the safe and proper operation of shop equipment.
- Conducts staff training and develops written procedures as needed; serves on employee interview panels; assists the Director of General Services in the preparation of staff performance evaluations.
- Maintain records, prepares reports and works with staff on operating/capital budget preparation.
- Assists with planning and scheduling of projects. Provides direct oversight to projects in progress, ensures safety protocols are followed by staff, inspects work for quality assurance, and provides detailed job completion feedback to the Maintenance Planner.
- Develops justifications, specifications, and requisitions for new equipment purchases.

- Assists in the planning of capital improvement projects through EWA's Planned Asset Replacement, Minor Plant Rehabilitation, and Major Plant Rehabilitation programs.
- Works directly with the Director of General Services, Maintenance Planner, Cogeneration Supervisor and Systems Manager in the review and investigation of requests for plant-wide improvements, modifications, and maintenance.
- Manages Biosolids Environmental Management System related asset preventive maintenance procedures and performs other Biosolids Environmental Management System tasks as required.
- Analyzes procedures, refines schedules and develops work methods.
- Meets with vendors, investigates and evaluates products and equipment, provides recommendations regarding product quality, price and suitability for use by the Authority.
- Performs quality control inspections and analysis of work accomplished to ensure compliance with current standards, codes, and regulations.
- Consults with the Director of General Services on policies, procedures, rules, regulations, and practices relating to safety, security, efficiency, and cost effectiveness of maintenance operations.
- Maintains cooperative working relationships.
- Responds to emergency maintenance situations.
- Operates Authority vehicles, forklifts, utility carts, dump trucks, semi-tractors with trailers and other such equipment within the plant compound.
- Performs other maintenance related duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types Of Knowledge, Skills And Physical Abilities Required:

- Ability to supervise, train, and develop Maintenance Department personnel.
- 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 machine shop operation and safety.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Ability to safely and properly operate 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, blue prints, 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. Access, Excel, Word, PowerPoint.

EDUCATION REQUIREMENT: Any combination of professional experience, professional certification and education demonstrating the candidate's ability to perform the essential duties.

EXPERIENCE REQUIREMENT: Minimum of two (2) years of supervisory experience; and six (6) years of recent experience in the maintenance, repair, rebuild and service of mechanical equipment found in an industrial processing or wastewater treatment plant. Experience to include direct interaction with Computerized Maintenance Management Systems, contract management, budgeting, machine shop, and report development. Any combination of training, education, or experience that could provide the required levels of skill, knowledge, and abilities.

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: California Water Environment Association Grade IV Plant Maintenance Technologist certificate is desired but not required.

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: 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: Ability to pass Authority pre-employment physical examination; 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: Must be a United States citizen or possess qualified alien status. 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.

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