



Mechanical and Electrical Maintenance Supervisor

Summary

Plan, assign, supervise, and track the maintenance and repair of mechanical and electrical equipment, instrumentation, process structures and piping at the Ellis Creek Water Recycling Facility, wastewater pump stations, recycled water distribution system, storm water pump stations, and related facilities.

Class Characteristics

General direction is provided by a higher-level manager. Responsibilities include the direct supervision of maintenance staff.

This class is distinguished from the Deputy Director of Environmental Services by the latter's responsibility for the overall management of the division. This class can be distinguished from the Senior Plant Mechanic by its supervisory role and responsibility for budgeting, planning, scheduling, and assigning mechanical and electrical maintenance activities.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Budget, plan, assign, contract for, track, and supervise maintenance activities and the work of crews maintaining and repairing mechanical and electrical equipment.

Schedule maintenance activities on mechanical, electrical, instrumentation, and control systems with the approval of the Operations Supervisor or Manager directly responsible for the operation of the related system(s).

Supervise, train, and evaluate assigned staff; take disciplinary action as appropriate; participate in the selection of staff.

Recommend and assist in the implementation of goals and objectives; implement policies and procedures.

Evaluate maintenance activities and recommend improvements and modifications; prepare various reports.

Prepare daily work schedules; monitor productivity, efficiency, and quality of work performed; create standard maintenance procedures for routine preventative maintenance procedures.

Supervise the inspection, maintenance, troubleshooting, and repair of facilities, mechanical and electrical equipment, high-strength waste receiving stations and compressed natural gas processing and fueling facilities, and instrumentation; provide direction on difficult and complex maintenance and repair projects.

Implement best practices for preventative and predictive maintenance.

Implement and maintain the facility's preventative and corrective maintenance management

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systems; develop, monitor, and track maintenance schedules and service intervals.

Manage supplies and maintain appropriate inventories of parts, materials, and tools; estimate quantities of materials and supplies needed and place orders; oversee the maintenance of time, material, work order, and equipment use records.

Adhere to all applicable federal, state, and city laws, safety orders, regulations, and policies; train staff and ensure compliance with federal and OSHA regulations in all aspects of work including confined space entry, lock-out tag-out procedures, and electrical safety.

Confer with engineers, contractors, vendors, other City departments, and staff as needed regarding assigned projects, project scheduling, material purchases, work assignments, office procedures, and work production.

Read and interpret project plans and schematics; provide input on design plans and specifications; prepare standards for mechanical and electrical equipment to be used in contracting; and, if appropriate, recommend project scope and changes to design of projects.

Participate in planning and reviewing design, upgrade, and expansion projects involving mechanical, electrical, and controls systems; oversee bidding, contracting, and administration of contract work related to electrical and mechanical system maintenance or repairs.

Assess existing mechanical and electrical facilities and prepare written justifications for improvement expenditures.

Communicate regularly and effectively with management to review and prioritize workload.

Prepare reports, forms, correspondence, and related documentation regarding maintenance activities; ensure that all required forms and reports are properly completed and filed in a timely manner.

Assist and advise on the maintenance and repair of other City mechanical and electrical equipment, including but not limited to high-strength waste receiving stations and compressed natural gas processing and fueling facilities, potable water pump stations, river gauge system, and D Street Bridge, as requested.

Perform related duties as assigned.

Skills/Abilities:

Supervise skilled and semi-skilled staff on work pertaining to the installation, maintenance, and repair of electrical and mechanical equipment and facilities at a plant, including but not limited to high-strength waste receiving stations and compressed natural gas processing and fueling facilities; provide training and leadership to subordinate employees.

Manage budgets and prepare purchasing requests; engage in bidding and negotiations; monitor and control expenditures.

Read and interpret drawings, blueprints, and specifications.

Understand a variety of technical instructions in text, mathematical, or diagram form.

Prepare a variety of technical and administrative reports and documents; present information to management in a clear and concise manner in verbal and written form.

Enter confined spaces to inspect and supervise maintenance activities; may be the designated entrant, attendant, or entry supervisor on a confined space entry team.

Respond to emergency situations in a timely manner.

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Make sound decisions and meet critical deadlines.

Define problems, collect data, establish facts, and draw valid conclusions.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, hear, and reach with hands and arms. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and will frequently be required to enter data into a terminal, personal computer or keyboard device and operate office equipment requiring repetitive arm/hand movement. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl, or smell. The employee must be able to perform heavy physical labor, including having sufficient strength to lift, carry and/or move items up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and wet conditions. Other work conditions include exposure to unpleasant odors, mechanical parts, fumes, airborne particles and moderate noise levels. There is risk of exposure to hazardous fumes and substances. Employees must operate vehicles and equipment in order to perform job duties.

Special Physical Requirement:

May be required to enter confined spaces and wear personal protection equipment including respiratory protection.

Qualifications

Knowledge of:

Principles and practices of employee supervision, including employee selection, work planning, organization, scheduling, employee training and development, performance management, and progressive discipline.

Principles, methods, materials, and tools that are industry standards in the maintenance and repair of wastewater treatment facilities, including but not limited to high-strength waste receiving stations and compressed natural gas processing and fueling facilities; occupational hazards and safety precautions necessary in heavy industrial maintenance work.

Report writing and documentation.

Standard principles and practices of purchasing, inventory control, budgeting, and project management.

Methods and techniques of developing and implementing a preventive and predictive maintenance program.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

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Education:

Equivalent to graduation from high school; additional technical or college-level course work related to water and wastewater systems and/or water recycling plant operations is highly desirable.

Experience:

Five years of increasingly responsible experience performing water and/or wastewater electrical and mechanical systems maintenance and repair duties including at least one year at a lead or supervisory level.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a Grade III Plant Maintenance Mechanical Technologist Certification issued by the California Water Environment Association (CWEA) at time of appointment is desirable.

Possession of a Grade IV Plant Maintenance Mechanical Technologist Certification issued by CWEA is required within 18 months of appointment to position.

Possession of a Grade II Electrical/Instrumentation Technologist Certification issued by CWEA is required within 24 months of appointment to position.

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