

**PLANT MAINTENANCE SUPERVISOR**

**I. Position Identification:**

- A) Title: Plant Maintenance Supervisor-  
Wastewater Treatment Facility
- B) Bargaining Unit: First Level Managers
- C) Customary Work Hours: 7:00 a.m. to 3:30 p.m.
- D) Customary Work Days: Monday through Friday
- E) Reports To: Wastewater Treatment Facility  
Supervisor
- F) Directs the Work of: Facility Maintenance, Electrical, and  
Instrumentation Staff
- G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Education: Equivalent to the completion of the twelfth grade. Course work from an accredited college/university or trade school in the repair and maintenance of pumps, motors, gearboxes, construction technology, or a related mechanical field is desired.

Experience: Five (5) years of increasingly responsible experience performing maintenance activities at a wastewater or water treatment facility, similar continuously operating industrial facility or facility dedicated to the mechanical repair and maintenance of vehicles and heavy equipment, including at least three (3) years of supervisory experience.

H) Licenses and/or Certificates Required:

Possession of a valid California Class C driver's license at time of hire and the ability to obtain a Class A license with Airbrake endorsement within twelve (12) months from the date of hire may be required or deemed necessary by the Department Director based upon operational needs and job assignments. Possession of a Grade III Plant Maintenance Technologist Certificate from

California Water Environment Association is required within three (3) years of appointment.

**II. FLSA Status:** Non-Exempt

**III. Position Summary:**

Under limited supervision of the Wastewater Treatment Facility Supervisor, plans, assigns, organizes, directs, reviews, supervises and performs the work necessary to oversee the maintenance activities for all wastewater treatment and related facilities.

**IV. Essential Functions:**

Incumbents may be assigned to varying work schedules, weekend work and be called back to work as needed by the City. Typical functions include but are not limited to:

1. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for a variety of maintenance activities; and implements policies and procedures related to the maintenance operations of the Wastewater Treatment Facility.
2. Supervises, evaluates and assigns the work of staff responsible for the maintenance of the Wastewater Treatment Facility.
3. Supervises, evaluates and assigns Electrical and Instrumentation Technicians that oversee the electrical and instrumentation needs of City facilities.
4. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities, and monitors goals and objectives for the division.
5. Oversees the preventative maintenance and repair program at the Wastewater Treatment Facility, including, but is not limited to, equipment, valves, pumps, motors, gear reduction units, controllers, flow meters, chemical feed equipment, samplers and oxygen generation equipment.
6. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies.
7. Inspects, maintains and repairs sewage and storm water pumping stations and other remote facilities.
8. Coordinates work utilizing the City's Computerized Maintenance Management System (CMMS) to efficiently allocate labor resources and effectively document equipment records.

9. Prepares special reports on maintenance needs, equipment problems and supervises projects through to completion.
10. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for various wastewater treatment and related maintenance activities, and monitors and controls related expenditures.
11. Conducts the maintenance program in a manner that reduces reactive maintenance, increases planned maintenance and positions the City to develop a predictive maintenance program long-term.
12. Maintains spare parts, inventories and maintenance files; ensures that mission critical parts, equipment and tools are always in supply and in a state of readiness.
13. Conducts and documents safety meetings.
14. Ensures that safety equipment is maintained in good working order.
15. Coordinates the work of contractors performing work on maintenance projects.
16. Responds to critical emergency situations involving maintenance activities of the Wastewater Treatment Facility.
17. Develops and maintains a condition assessment of assets through inspections and other related means.
18. Motivates employees to perform to the best of their abilities; evaluates employee job performance and initiates recognition and disciplinary procedures where appropriate.
19. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
20. Carries out the mission of the City and the department and the adherence to the City's organizational values.
21. Fosters employee empowerment in the delivery of services.
22. Encourages, evaluates and implements innovative and creative ideas.
23. Encourages employees to develop entrepreneurial and innovative solutions to problems, issues or other challenges such as increasing treatment process efficiencies.
24. Performs other duties and assumes other responsibilities as apparent or as delegated.
25. May be assigned to inspect construction or projects related to the facilities.
26. May be assigned to the Water Treatment Plant to assist as necessary.

**V. Job Related and Essential Qualifications:**

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

**A. Knowledge of:**

- Methods, materials, tools and equipment used in the operation, construction, maintenance and repair of wastewater treatment related facilities.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of safety management (including OSHA confined space requirements).
- Team based management and coaching principles and methods used in budget preparation and administration.
- Pertinent local, State and Federal laws, ordinances and rules in regards to maintenance and operations of wastewater treatment and related facilities.

**B. Skills at:**

- Responding quickly and effectively in difficult high pressure situations.
- Effectively working with employees' problems and/or concerns.
- Coordinating multiple projects and meeting deadlines.
- Preparing reports and effectively maintaining accurate records.
- Establishing and maintaining a team work culture.

**C. Ability to:**

- Organize, implement and direct maintenance activities, including implementing preventative maintenance activities.
- Assemble files, logs, reports, drawings, manuals and safety inspection forms.
- Follow oral and written directions.
- Develop and recommend policies and procedures related to assigned operations.
- Communicate clearly and concisely, both orally and in writing.

- Prepare reports, calculate monthly logs, evaluate inventory requirements and efficiently maintain accurate records.
- Supervise, mentor, train and evaluate maintenance personnel; discipline subordinate personnel as needed.
- Work on an independent basis under the Wastewater Treatment Facility Supervisor's directives.
- Carry out policies of the City.
- Work with management to identify City goals and objectives and to understand and support City priorities and needs.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Enforce rules, regulations and procedures.
- Prepare and implement budgets related to maintenance activities.
- Meet the physical, mental and environmental demands of the job.
- Demonstrate continuing effectiveness in maintaining the knowledge and skills required of this position.
- Keep abreast of new products, procedures and changing technology relevant to this position.
- Use initiative and exercise sound independent judgment.
- Evaluate alternative solutions and present recommendations.
- Operating a personal computer and job related software programs such as computerized maintenance management systems (CMMS), Excel and Word.
- Maintain regular and predictable attendance.

**VI. Physical Demands/Qualifications:**

1. Requires the ability to sit for long periods of time throughout the workday.
2. Manual dexterity and vision sufficient to operate standard office equipment and supplies for potentially long periods of time without experience abnormal hand, wrist or eye strain.
3. Mobility to work in a standard office environment, and use standard office equipment (computers, scanners, copiers, etc.).
4. Hearing and speech sufficient to communicate and understand conversations, both in person and on the telephone.
5. Requires the ability to work safely outdoors in all weather.

6. Stand, climb and walk for extended periods.
7. Occasionally work in confined or cramped positions. Entry into permit required confined spaces, and action as supervisor into permit confined spaces.
8. Frequently work on unusually slippery surfaces.
9. Ability to operate a motor vehicle.
10. May be required to climb up and down ladders to install/repair equipment more than 12 feet above the ground.
11. Requires the ability to operate a variety of manual and power tools including hammers, wrenches, hand grinders, welders and cutting torches.
12. Eyesight sufficient enough to reads a variety of gauges and meters.
13. Lift, push, pull and/or carry equipment above 50 pounds with or without assistance.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**VII. Non-Physical Demands/Qualifications:**

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Operate under tight deadlines.
3. Be highly organized, detail oriented and possess the ability to prioritize a number of projects.
4. Demonstrate a high level of integrity.
5. Maintain confidentiality regarding employee/employer relations, disciplinary matters, etc.
6. Possess a valid California driver's license.

**VIII. Environmental Conditions:**

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.
2. Working conditions in the field are subject to variations in temperature and may include wind, rain and other elements. Some parts of the body may come in contact with oil or grease, wastewater, sludge, and other products associated with the treatment of sewage occasionally.

**IX. Other duties and requirements:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.