

City of South San Francisco
Human Resources Department

WQCP Maintenance Supervisor
Class Description

Definition

Under general direction, performs responsible, professional, and technical work in promoting, organizing, and supervising all maintenance functions at the water quality control plant and associated pump stations; performs related work as required.

Distinguishing Characteristics

This position is distinguished by its core responsibility for supervising employees, programs, and activities within the water quality control plant. This classification has full supervisory responsibility for plant maintenance staff and has full administrative and fiscal responsibility for specific programs and/or projects. Incumbent performs professional level activities and has considerable latitude for independent decision making in choosing methods of developing and implementing approved procedures. It is distinguished from the next higher-level classification of Assistant Plant Superintendent in that the latter manages all plant-wide activities.

Typical and Important Duties

1. Supervises, directs, and coordinates all maintenance activities of the water quality control plant and associated pump stations.
2. Prepares work schedules; assigns work; evaluates and reviews the work of subordinates.
3. Determines priority of work to be done based on operational needs.
4. Performs routine equipment inspections and analyzes records and reports to determine needed repairs.
5. Orders parts, materials, and supplies and maintains appropriate inventory.
6. Establishes and maintains a variety of paper and electronic records.
7. Prepares required reports; makes recommendations on the types of equipment needed for the programs activities; conducts special studies and prepares reports orally and in writing.
8. Responsible for the water quality control plant's computerized maintenance management system (CMMS) and provides CMMS training to plant staff.
9. Conducts safety and other training specific to maintenance work; oversees and enforces safe work practices.
10. Provides input and recommendations into the budget process and monitors departmental expenditures
11. Reviews, evaluates, and interprets technical memorandums, drawings, and specifications.
12. Makes effective recommendations concerning employee hiring, promotion, and disciplining.
13. Acts as liaison between plant maintenance staff and other City departments
14. Ensures plant and pump station facilities are well maintained.
15. May perform the work of the maintenance staff under unusual or emergency circumstances.
16. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Methods, materials, tools, and equipment used in the installation repair and maintenance of mechanical, electrical, and processing equipment, buildings, and grounds.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Computer systems, including SCADA and the plants Computerized Maintenance Management System (CMMS)
- General knowledge of the bacteriological and chemical treatment of wastewater.
- Applicable Federal and State laws; City, Department, and Division regulations, codes, policies, and procedures.
- Principles and practices of program administration, including budgeting, purchasing, and personnel management.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Principles of management, supervision, training, and employee development.

Ability to:

- Plan, organize, supervise, train, and evaluate the work of subordinate employees.
- Detect and analyze malfunctions of plant operating machinery and equipment, and make necessary recommendations for repairs.
- Estimate labor and material costs for projects as well as machinery and equipment repairs.
- Read, interpret, and work from construction plans, specifications, blueprints, diagrams, and sketches.
- Insure compliance with plant and field safety rules.
- Keep accurate records and prepare required reports.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Represent the City, the department, or the organizations unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Recommend process improvement changes.
- Work independently; organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Use initiative and judgment within established policy and procedural guidelines
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using personal computers and associated applications, including SCADA software, and Computerized Maintenance Management Systems (CMMS).
- Operating a variety of vehicles safely.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of progressively more responsible journey-level experience in the maintenance and repair of wastewater treatment plant equipment, including at least two years in a lead capacity.

Training: Equivalent to graduation from high school, supplemented by vocational training or college level coursework in a closely related field.

Licenses and Certificates

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or the ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.
- Possession of a Grade III Mechanical or Electrical and Instrumentation Technologist Certification issued by the California Water Environment Association.
- Confined Space Certification.
- Hazardous Materials Technician Certification must be obtained within one year of appointment.

Special Requirements

Essential duties require the following:

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs and ladders; lift and carry 75 pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors; distinguish various computer generated auditory signals; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; smell to distinguish odors.

Work Environment: Mobility to work in a typical office and/or field setting; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, odors, mechanical hazards, electrical hazards, explosive hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work shifts including weekends, nights, and holidays; work protracted and irregular hours; respond to a cell phone, take 24-hour call and stand-by; available for unusual hours in emergencies; available for evening meetings.

Approved: February 2011
Revised Date:
Former Titles: Maintenance Supervisor (Water Quality Control Plant)
Abolished:
Bargaining Unit: Mid-management
ADA Review: February 2011
DOT: No
Physical: Class 3

Status:	Classified/Exempt
EEOC Category:	EF13\EJ2
Job Code:	M745

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. OWE
5. MW NE
6. MME
7. SME
8. SW NE
9. SDE
10. MME
11. MME
12. OA NE
13. OAE
14. SDE
15. OAE
16. OAE