

MAINTENANCE SPECIALIST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direction, plans and coordinates corrective, preventative, and predictive maintenance projects and work using the Computerized Maintenance Management System (CMMS); develops and recommends maintenance strategies and procedures based on preventative and predictive maintenance best practices; collaborates with operations and maintenance staff to ensure efficient operations, maintenance and repair work, and equipment reliability through proactive maintenance planning; plans, oversees, administers, and evaluates assigned programs/projects; oversees contracts for regulatory and maintenance services; and performs duties as assigned

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the fifth of five levels within the mechanical maintenance, electrical maintenance, and instrumentation maintenance job series; and third of three levels within the facilities maintenance job series. Positions act as the point of contact for maintenance project planning and scheduling, materials procurement, project controls, and contract management, as well as developing and implementing process changes in the management of maintenance projects at OC San. Positions require the use of considerable discretion, the background, qualifications, and experience to coordinate and oversee all maintenance processes, procedures, techniques, projects, and programs in their area(s) of specialty, and the ability to be a professional resource for conducting related analyses and studies. Responsibilities include performing diverse, specialized, and highly complex work involving significant accountability and decision-making responsibility and extensive coordination with OC San staff and contractors. Responsibilities include providing guidance on programs and/or projects. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from Maintenance Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of assigned maintenance functions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Plans, prioritizes, and schedules routine and non-routine corrective, preventive, and predictive maintenance projects and work based on demand, workload, and available parts and materials.
- Participates in the development and implementation of standards used; conducts comprehensive analyses of various data and processes; researches and recommends changes to maintenance policies,

procedures, interfaces, and quality improvement standards to optimize efficiencies; coordinates the implementation of changes and develops performance measures to track effectiveness of change management.

- Maintains the workload control segment of the CMMS to streamline work review and planning processes, reduce administrative overhead for field personnel, and provide an interface between maintenance line personnel and departments providing services to or receiving services from OC San.
- Plans major shutdowns of equipment and/or facilities in coordination with maintenance and operations staff and management by attending project meetings, facilitating coordination meetings and job walks, researching project-related documentation, correspondence, and safety requirements.
- Plans, develops, oversees, and implements the cross connection control program for OC San and related facilities including testing, repair, scheduling, and reporting deficiencies to appropriate agencies, working with County health department to correct issues or address concerns, participating in audits and correcting identified issues, reporting, and ensuring the proper maintenance and operation of the reclaimed water system; installs and tests backflow devices for OC San projects.
- Provides oversight for contract services, small projects, and capital improvements; serves as single point of contact with responsibility for major work planning and scheduling, scope of work development, materials procurement, bid processes and contract management, and maintenance program development to streamline workflow, reduce maintenance costs, and improve the quantity and quality of the services provided; ensures contract work meets specifications, documents discrepancies, and works with contractor to resolve issues; reviews and approves invoices.
- Provides leadership and guidance to others on programs and/or projects; as a program and/or project leader, directs, assigns, trains, monitors, and reviews the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; serves as a program liaison for OC San with regulatory agencies; and develops and implements work improvements.
- Tracks, maintains, and manages assets throughout their life cycle, while maximizing reliability, and optimizing maintenance costs; ensures assets are identified in the field and tagged correctly in the field; updates existing preventive maintenance tasks and job plans; updates process and instrumentation diagrams and electrical single line and loop drawings; reviews feedback from staff via work order asset and job plan log communications.
- Identifies problem assets; incorporates tasks and procedures to reduce failures; facilitates cooperation with OC San engineers to ensure serviceability, accuracy, and centralization of information for OC San Capital Improvement Projects.
- Provides support for the Dig Alert program by reviewing, analyzing, and approving or denying requests.
- Oversees testing, maintenance, and repair of fire suppression systems found in OC San facilities and research vessel.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of maintenance management.
- Evaluates technologies and processes related to the maintenance planning function for possible use by OC San; reviews and evaluates research, reports, technical literature, and related reports; performs process and economic calculations and makes recommendations to management based on findings.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles, practices, methods, materials, and equipment related to planning and scheduling the maintenance of wastewater treatment and collection systems, infrastructure, and facilities.
- Principles and practices of maintaining and ensuring the data integrity of a CMMS database.
- Principles and applications of critical thinking and analysis.
- Principles and practices of comprehensive asset management and maintenance programs.
- Project and/or program management principles and practices.
- Operational characteristics of wastewater treatment plant and collection systems and equipment.
- Principles and practices of contract administration and evaluation.
- Principles and practices of time, material, and labor cost estimating.
- Research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping.
- Principles of mathematics and their application to the assigned function.
- Techniques for providing guidance and training to less experienced staff.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, prioritize, and schedule routine and non-routine corrective, preventive, and predictive maintenance projects and work based on demand, workload, and available parts and materials.
- Oversee programs and/or projects and promote the individual professional growth and development of less experienced staff.
- Resolve conflict through supervision in establishing workable solutions and alternative approaches.
- Train others on proper work procedures.
- Apply critical thinking and analysis to a broad range of situations to resolve problems and make independent decisions.
- Analyze and assess programs, policies, and operational needs, identify problems, research and analyze relevant information, develop recommendations for problem areas and appropriate adjustments, and implement and monitor changes.
- Compile and analyze information and data from multiple sources.
- Read, understand, and interpret engineering and construction drawings, technical specifications, and scopes of work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise technical reports and documentation.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Effectively represent the department and OC San in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Comply with safe work practices and procedures in the workplace.

- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in a technical field, business or public administration, maintenance management, or a related field,
2. Five (5) years of increasingly responsible work experience in a skilled trade including performing research, analysis, and/or project management duties.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various OC San sites, projects, and/or meetings; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders.
- Perform moderate to medium physical work; lift, carry, push, and pull materials and objects averaging a weight of 51 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to read printed materials and a computer screen.
- Vision to inspect site conditions and work in progress.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards with exposure to hazardous materials in some site locations.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, heights, chemicals, mechanical and/or electrical hazards, biologic and infectious agents, vermin, insects, and parasites, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.