

MAINTENANCE SUPERINTENDENT

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 general direction, supervises, assigns, plans, organizes, and provides direction and oversight for multiple program activities and operations within the Operations and Maintenance Department including responsibility for all maintenance activities at one of OC San's two treatment plants; accomplishes work objectives through lower-level supervisory staff; coordinates assigned activities with other divisions, outside agencies, and the general public; provides highly responsible and complex staff assistance to management; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned managerial staff. Exercises direct supervision over assigned technical and administrative staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This classification is the second supervisory-level class within the plant maintenance job series. This class oversees the maintenance of an assigned treatment plant and related equipment and facilities through lower-level supervisors. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Positions organize and oversee day-to-day activities of assigned treatment plant maintenance and are responsible for providing professional-level support to the management in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Maintenance Manager in that the latter has full management authority in planning, organizing, and directing the full scope of treatment plant maintenance and activities of the Operations and Maintenance Department.

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.

- Coordinates the organization, staffing, and operational activities of all maintenance functions at a treatment plant; directs, coordinates, and reviews the work plan for assigned maintenance services and activities to ensure integration, consistency, and implementation effectiveness; collaborates with lower-level supervisory staff in assigning work; ensures compliance with all federal, state and local laws and regulations.
- Provides leadership, guidance, and training to less experienced staff; promotes individual growth and development in the performance of work assignments in areas of responsibility.

- Participates in the development and implementation of goals, objectives, policies, and priorities including standard operating and safety procedures; recommends and implements resulting policies and procedures.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; drafts, reviews, and approves scopes of work and sole source requests for goods and services; reviews and approves purchase requisitions for materials and equipment; monitors and approves expenditures; recommends adjustments as necessary.
- Develops and implements best maintenance practices at the treatment plant, including establishing key performance indicators (KPI's), measurement methods, and collaborating with support functions to achieve the KPI's.
- Oversees the effective implementation of computerized maintenance management system, predictive monitoring technologies, and related systems by applying reliability centered maintenance practices across all disciplines and coordinating strategies, best practices, and maintenance activities with the other supervisors and management, divisions, and departments and outside agencies and organizations.
- Oversees and participates in the collection and compilation of data; directs and participates in the preparation of reports and memorandums on activities; reviews and approves reports; distributes data, reports, and memoranda to staff, management, and other departments as requested.
- Provides staff assistance to management including preparing and presenting staff reports and other correspondence as appropriate and necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned maintenance field; researches emerging products and enhancements and their applicability to OC San needs.
- Ensures compliance with all safety program rules, procedures, and protocols; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Principles and practices of budget and contract development and administration.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the division.
- Advanced principles and applications of critical thinking and analysis.
- Methods and techniques of conflict resolution and negotiation.
- Operations, services, and activities of maintenance programs such as maintenance and repair of OC San treatment plants and related facilities and equipment, wastewater collections systems, energy co-

- generation facilities and equipment, fleet, mechanical, electrical, and instrumentation maintenance, preventative maintenance, and/or asset management.
- Total Productive Maintenance (TPM), Reliability Centered Maintenance (RcM), Failure Mode Effects Analysis (FMEA), Lean, Six Sigma, 5S, and related key performance indicators for measuring success of a maintenance organization.
 - Safety principles, practices, and procedures of all facilities, equipment, and materials used in wastewater treatment and wastewater collection systems.
 - Construction, maintenance, and operating characteristics of wastewater collections and treatment facilities, equipment, and systems.
 - Technical principles and practices of capital improvement programs and engineering design, specification, and cost estimate preparation.
 - Technical report writing and preparation of correspondence.
 - Principles of mathematics and their application to maintenance work.
 - Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
 - Principles and procedures of record keeping and reporting.
 - Techniques for effectively representing OC San in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
 - Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
 - 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, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Apply and use critical thinking and analysis to a broad range of situations and decision-making.
- Effectively resolve conflict, communicate, and negotiate and influence behavior at all levels both internally and externally.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Implement maintenance best practices such as TPM, RcM/FMEA, Lean, Six Sigma, and 5S across all maintenance functions.
- Develop and measure success factors for plant-wide maintenance and collaborate with support functions such as maintenance engineering and planning/scheduling to achieve success.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Manage and monitor complex projects, on-time and within budget.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Direct the establishment and maintenance of a variety of manual and computerized files, record keeping, and project management systems.
- Read and interpret blueprints, schematics, plans, and drawings.
- 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.
- Operate a motor vehicle and travel to OC San sites, projects and/or meetings.

- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural 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 course work in engineering, construction management, maintenance management, business or public administration, or related field.
2. Six (6) years of progressively responsible work experience maintaining civil structures and grounds, wastewater collection system, mechanical equipment, and/or electrical distribution or instrumentation systems, which may include two (2) years of supervisory experience.

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, chemicals, mechanical and/or electrical hazards, 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.