

MAINTENANCE SUPERVISOR

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, supervises, assigns, reviews, and participates in the work of staff responsible for comprehensive OC San maintenance and repair programs, including treatment plant and recycled water equipment and related facilities, fleet, energy co-generation, wastewater collections, and/or mechanical, electrical, and instrumentation systems; ensures division operations and maintenance functions meet all applicable laws, regulations, and OC San policies; provides complex staff assistance to OC San management in areas of expertise; performs the most technical and complex tasks relative to assigned areas of responsibility; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned managerial staff. Exercises direct and general supervision over assigned professional, technical, and administrative staff.

CLASS CHARACTERISTICS

This classification is the supervisory-level class within assigned maintenance division, exercising independent judgment on diverse and specialized maintenance functions with significant accountability and ongoing decision-making responsibilities associated with the work. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of assigned maintenance staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Maintenance Superintendent in that the latter supervises, organizes, and coordinates multiple program activities within 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.

When performing all assignments:

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of assigned staff responsible for the maintenance and repair of OC San treatment plants and related facilities and equipment, including plant, wastewater collections, energy co-generation, fleet, mechanical, electrical, and instrumentation maintenance.
- Provides leadership, guidance, and training to less experienced staff; promotes individual growth and development in the performance of work assignments in areas of responsibility; facilitates emergency preparedness and technical and safety training.
- Establishes schedules and methods for providing maintenance and repair services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures; estimates and requisitions materials, parts, and supplies in accordance with established procedures; obtains prices and bids and prepares purchase order requests as necessary.
- Inspects work in progress and upon completion to ensure repairs, maintenance, and project activities are in accordance with OC San regulations, policies, and operating procedures and practices.
- Coordinates work and projects with members of other divisions, departments, and outside agencies; receives work orders and other requests for maintenance services from various OC San departments and staff; prioritizes requests and orders needed materials for completing maintenance functions; schedules work crews according to maintenance and repair needs; receives and coordinates after-hours emergency requests.
- Oversees the implementation of the computerized maintenance management system; completes and maintains records including preventive and corrective maintenance forms, inspection forms, daily work sheets, service sheets, meter readings, confined space entry and lock- and tag-out procedures, and regulatory compliance records involving vehicle, equipment, system operation, and chemical usage.
- Determines the need for capital equipment replacement by evaluating OC San facilities and equipment usage, wear and tear, cost of repairs versus cost to replace, etc.; determines what equipment needs to be replaced and begins procurement process.
- Reviews as-built drawings to verify accuracy; recommends necessary changes; reviews job plans for accuracy and prepares the most complex job plans.
- Prepares analytical and statistical reports on maintenance operations and activities.
- 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.
- Responds to inquiries in a courteous manner; provides information within the area of assignment; and investigates and resolves complaints in an efficient and timely manner.
- 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.

When assigned to Mechanical Maintenance:

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of crews responsible for the maintenance, repair, service, rebuilding, and troubleshooting of equipment and machinery found in wastewater treatment plants, collection systems, pumping stations, and related facilities such as pumps, valves, electric motors, electrical and electro-mechanical equipment, gas engines, and related equipment and facilities; ensures the timely completion of preventive and predictive maintenance programs; plans and oversees the testing of mechanical equipment on an ongoing basis.

When assigned to Collections Facilities:

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for maintaining, repairing, and operating the gravity sewer system, as well as outlying pump stations with associated force main systems, offsite odor facilities, and related infrastructure; oversees and participates in the supervision of OC San's Dig Alert program and manhole inspection program for gravity and force main sewers.

- Serves in a lead role and coordinates efforts in response to sanitary system overflow (SSO) spills; reports spill occurrences and other periodic updates to the State Water Resources Control Board in compliance with requirements; approves data submission regarding spills; authorizes, submits, and amends related reports.

When assigned to Electrical/Instrumentation:

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for installing, monitoring, testing, calibrating, troubleshooting, maintaining, and repairing electrical, instrumentation, and other equipment found in a wastewater treatment plant and related facilities.

When assigned to Facilities Maintenance:

- Plans, prioritizes, assigns, supervises, and participates in the work of staff responsible for the painting, maintenance, and repair of OC San facilities, buildings, structures, equipment, and grounds; supervises and coordinates the work of contract maintenance services; maintains OC San's tiered key system.

When assigned to Fleet Maintenance:

- Plans, prioritizes, assigns, supervises, and participates in the work of staff responsible for the overhaul, maintenance, repair, servicing, and troubleshooting of vehicles and heavy equipment; evaluates the economic life, usage, and depreciation of equipment/vehicles.

When assigned to Preventative Maintenance Optimization:

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for preventative maintenance; researches and creates new planned maintenance approaches and strategies to optimize OC San resources, asset lifecycles, and equipment availability according to manufacturer recommended maintenance requirements, parts needed, asset location hierarchy, and process criticality; leads the reliability maintenance group in condition-based maintenance; provides technical expertise for field crews encountering equipment and personnel needs.
- Develops a preventive and predictive maintenance program for equipment by researching manufacturers' maintenance/recommendations, department manager guidelines, performing field inspections and investigations, and verification of special conditions and work practices of field staff; defines, compiles, and ensures OC San's computerized maintenance management system is utilized effectively and efficiently to maximize and maintain assets according to manufacturer recommended maintenance requirements, parts needed, asset location hierarchy, and process criticality.

When assigned to Power Generation and Distribution:

- Plans, prioritizes, assigns, supervises, reviews, and participates in work of staff responsible for all the 24-hour operation, monitoring, testing, calibration, troubleshooting, and maintenance of the power generation and distribution system which includes but is not limited to adjusting engine and turbine loads, boiler and hot water loop temperature settings and flow, gas storage, and usage levels and determining whether to flare gas consistent with established standards and permit requirements for plant operation and reliability, fuel consumption, power production, and plant heating and cooling needs.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced principles and practices of maintenance and repair program development and administration.
- Principles and applications of critical thinking and analysis.

- Methods and techniques of conflict resolution and negotiation.
- Operations, services, and activities of assigned maintenance program 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.
- Confined space entry including the use and operation of Self Contained Breathing Apparatus (SCBA).
- 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 treatment facilities.
- 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.
- Principles and practices of budget and contract development, administration, and accountability.
- 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively communicate, negotiate, resolve conflict, and influence behavior at all levels both internally and externally.
- Apply critical thinking and analysis to a broad range of situations and decision-making.
- Organize, implement, and direct maintenance and operations activities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively; perform non-intrusive related testing/diagnostic using measurement devices without repair.
- Develop cost estimates for supplies and equipment.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Prepare clear and concise reports, correspondence, procedures, scope of work, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management 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, 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. High school diploma or G.E.D. supplemented by specialized training or 60 semester units of coursework from a college or university accredited by the U.S. Department of Education, in construction, business or public administration, maintenance management, or a related field.
2. Six (6) years of progressively responsible work experience in one of the following areas of assignment: pipes and plant facilities, wastewater collection systems, mechanical equipment, facilities maintenance, fleet and heavy equipment, energy co-generation facilities and equipment, preventative maintenance, and/or electrical distribution or instrumentation systems, which may include two (2) years of lead or supervisory experience.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.
- Depending on assignment, must possess or obtain within 12 months of placement in position a:
 - Valid Grade IV Certification from the California Water Environment Association appropriate to area of assignment as determined by OC San; and/or
 - Valid Certified Maintenance and Reliability Professional (CMRP) and/or valid Certified Maintenance and Reliability Technician (CMRT) from the Society of Maintenance and Reliability Professionals (SMRP); and/or valid Maintenance Management Certification (MMC) from Life Cycle Engineering; and/or Certified Automotive Fleet Manager (CAFM) from National Automotive Fleet Association (NAFA); and/or Certified Building Operator (CBO) from the Building Operator Certification entity; and/or Certified Reliability Leader from Reliability Web; or other similar professional maintenance certification as deemed comparable by OC San; and/or
 - Valid hazardous materials endorsement; and a valid manual transmission endorsement.

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 10 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 up to 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

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- 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.