

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 7100
FLSA Status: Exempt
Bargaining Unit: Management
Effective Date: 07/12/02

CLASS TITLE: MAINTENANCE MANAGER

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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises and coordinates the activities and operations of assigned Divisions within the Operations and Maintenance Department; manages, plans and reviews all maintenance activities to ensure compliance with regulatory requirements including safety, water, land, and air issues; coordinates assigned activities with other divisions, departments, and outside agencies; ensures all services are provided in a reliable, timely and cost effective manner while maximizing customer satisfaction; and provides highly responsible and complex administrative support to the Director of Operations and Maintenance.

REPRESENTATIVE DUTIES

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

1. Assume management responsibility for services and activities of assigned Divisions within the Operations and Maintenance Department; ensure compliance with all federal, state and local laws, rules, and regulations regarding water, air, solids, safety and human factors; and facilities' design conditions and standards.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; assume responsibility for productivity and reliability to ensure competitiveness and efficiency; review and evaluate work products, methods, and procedures; ensure employees follow safety requirements and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training including safety training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of assigned Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Develop and participate in long and short-range and master plans for assigned business units and with other divisions and departments; review and approve plans, designs, and specifications as necessary.

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8. Provide pro-active leadership and analyze proposed internal and external regulations, codes, laws, and proposed legislative bills that affect current and future operational programs.
9. Develop, plan, direct, train, and oversee emergency operations for major and minor events including sewer spills; coordinate operations with outside agencies as necessary.
10. Oversee the implementation of the Computerized Maintenance Management System (CMMS) and develop procedures for performing operational and maintenance tasks; review and approve paperwork including purchase requisitions, work order requests, AQMD compliance records, confined space entry procedures, lock and tag procedures and personnel reports including overtime usage and performance reviews; prepare, review, implement and manage job plans.
11. Serve as the liaison for assigned Divisions with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
12. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
13. Provide responsible staff assistance to the Director of Operations and Maintenance; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to operation and maintenance programs, policies, and procedures as appropriate.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of assigned maintenance work.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of assigned operations and maintenance programs for equipment and systems of complex infrastructure.
- Advanced wastewater treatment or wastewater collection system principles, methods, tools, equipment, safety procedures and regulatory requirements.
- Principles and practices of program development and administration, management, supervision, and construction management.
- Simple and complex operating policies and procedures.
- Mathematical principles including algebra, geometry and trigonometry.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Building and plumbing codes.
- Principles and practices of budget preparation and administration.

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Principles of supervision, training, and performance evaluation.
Theories and applications of physical sciences.
Occupational hazards and standard safety practices.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Oversee and participate in the management of comprehensive operations and maintenance programs.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Plan and implement organizational change strategies.
Participate in the development and administration of division goals, objectives, procedures, and strategic planning.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Read and interpret blueprints, schematics, plans, and drawings.
Manage multiple tasks and projects.
Prioritize work loads and goals.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Ensure adherence to established safety rules, regulations and guidelines.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Prepare and present oral reports to board committees and other large audiences.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, construction management, or closely related field.

Experience:

Eight years of increasingly responsible experience, including at least two years of administrative and supervisory responsibility, maintaining one of the following: pipes and plant facilities, wastewater collection system, mechanical equipment, electrical distribution or instrumentation system.

License or Certificate:

Possession of a valid Grade IV Collection Maintenance Certificate from the California Water Environment Association is required in the Collections Division.

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Possession of a valid Grade IV Mechanical Technology Certificate from the California Water Environment Association is desirable in all divisions.

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with some travel to various locations to attend meetings or to inspect job sites.

Physical: Incumbents require sufficient mobility to work in an office setting and operate office equipment; to perform field audits, inspections and travel.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.