



DECEMBER 2018
FLSA: EXEMPT

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 supervision or direction, supervises and coordinates multiple program activities and operations within the Operations and Maintenance Department; is responsible for all maintenance activities at one of the District's two treatment plants; accomplishes work objectives through first-line supervisory staff; coordinates assigned activities with the other treatment plant Maintenance Superintendent, Chief Plant Operators, as well as other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Maintenance Manager. This level is distinguished by the responsibility for supervising first-line supervisory staff and having overall maintenance responsibility for a treatment plant.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the assigned supervisory and/or managerial staff. Exercises direct and general supervision over assigned supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This classification is the senior supervisory-level class within the plant maintenance job series. This class oversees the maintenance of an assigned treatment plant and related equipment and facilities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities of assigned treatment plant maintenance, and is 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 maintenance divisions.

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 civil, electrical, facilities, instrumentation and mechanical maintenance services and activities to ensure integration, consistency and implementation effectiveness; collaborates with Maintenance Supervisors in assigning work; ensures compliance with all federal, state and local laws and regulations.
- Carries out the District's safety program; 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.

- Participates in the development and implementation of goals, objectives, policies, and priorities; 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; monitors and approves expenditures; recommends adjustments as necessary.
- Oversees the implementation of the Maximo Computerized Maintenance Management System (CMMS); reviews and approves paperwork including purchase requisitions for materials and equipment, compliance documentation and reports, maintenance and safety related policies and procedures, and personnel reports including time cards, overtime reports and vacation requests.
- Responsible for full implementation of 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.
- Responsible for overseeing the effective implementation of predictive monitoring technologies and applying reliability centered maintenance practices across all maintenance disciplines and coordinating strategies and best practices with the other Maintenance Superintendent.
- Coordinates assigned maintenance activities with those of other divisions and outside agencies and organizations.
- 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 District needs.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Total Productive Maintenance (TPM), Reliability Centered Maintenance (RcM), Failure Mode Effects Analysis (FMEA), Lean, Six Sigma, 5S and key performance indicators for measuring success of a maintenance organization.
- Effective leadership principles.
- Principles of management/supervision, training, and performance evaluation.
- Operational characteristics, services, and activities of assigned operations and maintenance programs.
- Advanced wastewater treatment or wastewater collection system principles, methods, tools, equipment, safety procedures and regulatory requirements.
- Plant processes and distribution.
- Operating policies and procedures.
- Mathematical principles and calculations.
- Modern office practices, methods, and computer equipment and applications related to the work including word processing, maintenance management, database and spreadsheet applications.
- Principles of budget preparation and control.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Implement maintenance best practices such as TPM, RcM/FMEA, Lean, Six Sigma, 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.

- Supervise, motivate, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Read and interpret blueprints, schematics, plans and drawings.
- Oversee and coordinate the work of contracted staff.
- Interpret and explain District policies and procedures.
- Prepare clear and concise reports.
- Utilize a computer, relevant software applications and/or other equipment.
- Ensure adherence to safe work practices and procedures in the workplace.
- Operate a motor vehicle and travel to District sites, projects and/or meetings.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain 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 OCSD.

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; AND,
2. Six (6) years of work experience maintaining civil structures and grounds, wastewater collection system, mechanical equipment, electrical distribution or instrumentation systems including three (3) years comparable to a Maintenance Supervisor or two (2) years of supervisory experience.

Licenses and/or Certifications:

- 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

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District treatment plants, including traversing uneven terrain on foot, climbing ladders, stairs, and other temporary or construction access points, to travel to various District sites, projects and/or meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas and to conduct inspections on a regular basis may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards,

vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.