



**DECEMBER 2018
FLSA: EXEMPT**

MAINTENANCE MANAGER

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 administrative direction, directs, manages, supervises and coordinates the activities and operations of the Maintenance function within the Operations and Maintenance Department; manages, plans and reviews all 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 professional management support to the Director of Operations and Maintenance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and strategic direction from the Director of Operations and Maintenance. Exercises direct and general supervision over staff assigned to the Maintenance function and is accountable for the results produced by the function.

CLASS CHARACTERISTICS

This is a division manager level classification. Incumbents in this classification manage an assigned function of the district with responsibility for directing programs and operations. Work includes responsibility for budget, staffing, resources, planning and accountability for the assigned function and related decisions. Incumbents apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Incumbents generally serve as advisors and contributors to the next level of management authority on policies, procedures and major District initiatives.

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.

- Assumes management responsibility for services and activities of assigned Divisions within the Operations and Maintenance Department; ensures 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.
- Ensures the District's safety program and goals are implemented and carried out in the Maintenance function.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities,

projects and programs; assumes responsibility for productivity and reliability to ensure competitiveness and efficiency; develops and manages objectives and standards for execution of engineering projects; oversees inspections of completed work; reviews and evaluates work products, methods, and procedures; ensures employees follow safety requirements and procedures; meets with staff to identify and resolve problems.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training including safety training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of assigned Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Provides proactive leadership and analyze proposed internal and external regulations, codes, laws, and proposed legislative bills that affect current and future operational programs; ensures District compliance with Federal, state and local laws, codes and regulations.
- Oversees and participates in the development of engineering repairs; reviews technical plans and specifications; ensures asset reliability and infrastructure stability.
- Develops, plans, directs, trains, and oversees emergency operations for major and minor events including sewer spills; coordinates operations with outside agencies as necessary.
- Oversees the implementation of the Computerized Maintenance Management System (CMMS) and develops procedures for performing operational and maintenance tasks; reviews and approves 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; prepares, reviews, implements and manages job plans.
- Serves as the liaison for assigned Divisions with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- Provides responsible staff assistance to the Director of Operations and Maintenance; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to operation and maintenance programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of assigned maintenance work.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as assigned.

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.
- 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.

- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

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 workloads and goals.
- 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.
- 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.
- Utilize a computer, relevant software applications and/or other equipment.
- Effectively communicate in person, over the telephone, and in writing.
- Ensure adherence to safe work practices and procedures in the workplace.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- 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 OCSA.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in engineering, maintenance management, construction management or a related field; AND
2. Eight (8) years of increasingly responsible work experience in pipes and plant facilities, wastewater collection systems, mechanical equipment, electrical distribution or instrumentation systems, including two (2) years of supervisory experience.

License 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; ability 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 may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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 occasionally 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.