



**NOVEMBER 2019**  
**FLSA: EXEMPT**

## **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 general supervision or direction, supervises, assigns, reviews, and participates in the work of staff responsible for comprehensive maintenance and repair programs of the District, including treatment plant and recycled water equipment and related facilities, fleet, as well as energy co-generation, collections, mechanical, electrical, and instrumentation systems; ensures that division operations and maintenance functions meet all applicable laws, regulations, and District policies; provides complex staff assistance to District management in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies; and performs other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This classification is the supervisory level class within various maintenance divisions that exercises general and direct supervision over assigned staff. An incumbent exercises independent judgment on diverse and specialized maintenance functions and has significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents organize and oversee the day-to-day work of staff in areas of responsibility, and ensure that plants and related equipment and facilities are maintained in a safe and efficient manner. This class is distinguished from the Division Manager classifications in that the latter have management authority in planning, organizing, and directing the full scope of responsibilities and operations for key divisions 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 District treatment plants and related facilities and equipment, including plant, collections, mechanical, electrical, and instrumentation maintenance.
- 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.
- 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.
- Oversees the implementation of the computerized maintenance management system, develops procedures for performing maintenance tasks, monitors and evaluates the effectiveness of service delivery methods and procedures and recommends modifications.
- Recommends and assists in the implementation of goals and objectives; implements approved policies 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.
- Monitors work sites and ensures adherence to safe work practices and procedures; responds to and resolves complex work related or equipment operating problems.
- Inspects work in progress and upon completion to assure that repairs, maintenance, and project activities are in accordance with District regulations, policies, and operating procedures and practices.
- Receives work orders and other requests for maintenance services from various District 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.
- Prepares reports on maintenance operations and activities; completes and maintains records including preventive and corrective maintenance forms, inspection forms, daily work sheets, service sheets, meter readings, and AQMD compliance records involving vehicle and chemical usage; enters maintenance records into computer database.
- Determines the need for capital equipment replacement by evaluating District 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.
- Estimates and requisitions materials, parts, and supplies in accordance with established procedures; obtains prices and bids and prepares purchase order requests as necessary.
- Reviews as-built drawings to verify accuracy; recommends necessary changes; reviews job plans for accuracy and prepares the most complex job plans.
- Provides technical and safety training to workers on safety hazards, work procedures, and care and use of equipment and tools; performs inspections of equipment and tools; completes paperwork outlining confined space entry and lock- and tag-out procedures.
- Coordinates projects with members of other divisions, departments, and outside agencies.
- Prepares analytical and statistical reports on 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 District needs.
- May be assigned to respond to a variety of wastewater emergencies on an assigned standby shift.
- Performs related duties as assigned.

**When assigned to the Mechanical Maintenance function:**

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of crews maintaining and repairing such equipment as pumps, valves, electric motors, electrical and electro-mechanical equipment, gas engines and other equipment found in a wastewater treatment plant and related facilities.
- Installs, performs preventive maintenance on, and repairs and replaces the District's equipment and pump stations.

**When assigned to the Collections Facilities function:**

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff maintaining, repairing and operating the gravity sewer system, as well as outlining pump stations with associated force main systems, offsite odor facilities, and related infrastructure.
- Oversees and participates in the supervision of the District Dig Alert program and manhole inspection program for gravity and force main sewers.

**When assigned to the Electrical/Instrumentation function:**

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff maintaining and repairing electrical, instrumentation, and other equipment found in a wastewater treatment plant and related facilities.
- Oversees and participates in the installation, monitoring, testing, calibrating, troubleshooting, maintenance, and repair of a variety of electrical, electronic, pneumatic, hydraulic, control equipment, and electromechanical systems.

**When assigned to the Facilities Maintenance function:**

- Plans, prioritizes, assigns, supervises, and participates in the development and implementation of preventative and predictive maintenance on District facilities, including painting and coating, irrigation, and building maintenance and repair.
- Maintains the District's tiered key system, including holding the grand master key, monitoring the release of keys to appropriate staff, reporting lost or damaged keys, and replacing them.
- Supervision and coordinating of contractor staff performing various facilities maintenance programs to include plant process painting program, carpet replacement and maintenance program, asphalt replacement program, landscaping, custodial, and door and gate maintenance.

**When assigned to the Fleet Maintenance function:**

- Participates in the development of standardized procedures and methods to improve the efficiency and effectiveness of the District's vehicle procurement, maintenance, and repair.
- Evaluates equipment usage and depreciation.
- Ensures District vehicles and equipment are inspected for safety violations; ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to assigned staff.

**When assigned to the Preventative Maintenance Optimization function:**

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of preventative maintenance staff to research and create new planned maintenance approaches and strategies to optimize District resources, asset lifecycles, and equipment availability.
- Ensures the District'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.
- Possesses familiarity with predictive maintenance programs and their processes. Leads the Reliability Maintenance group in condition-based maintenance.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services, and activities of assigned maintenance program.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques of conflict resolution and negotiation.
- Principles and practices of maintenance program development and administration.

- Principles and applications of critical thinking and analysis.
- Confined space entry including the use and operation of Self Contained Breathing Apparatus (SCBA).
- Basic principles and practices of budget planning and capital improvement program development, administration, and accountability.
- Safety principles, practices, and procedures of engineering and construction inspection and related facilities, equipment, and materials used in wastewater treatment and wastewater collection systems.
- Principles and practices of contract administration and evaluation.
- Construction, maintenance, and operating characteristics of wastewater treatment facilities.
- Technical principles and practices of engineering design, specification, and cost estimate preparation.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of mathematics and their application to maintenance work.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District 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 practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

**Ability to:**

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- Effectively communicate, negotiate and influence behavior at all levels both internally and externally.
- Apply critical thinking and analysis to a broad range of situations and decision-making.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Maintain confidentiality in maintaining critical and sensitive information and be discreet in handling and processing confidential information and data.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Organize, implement, and direct maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Collaborate with individuals from both internal and external organizations in solving complex issues.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- 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.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.

- Make sound, independent decisions within established policy and procedural guidelines.
- 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 various District sites, projects and/or meetings.
- Work extended hours, including nights, weekends and holidays when necessary.
- Ensure adherence to safe work practices and procedures.
- Utilize a computer, relevant software applications and/or other equipment.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Perform non-intrusive related testing/diagnostic using measurement devices without repair.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

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; AND,
2. Six (6) years of responsible work experience in area of assignment operating and maintaining one of the following: pipes and plant facilities, wastewater collection systems, mechanical equipment, facilities maintenance, fleet vehicles and heavy equipment, electrical distribution or instrumentation systems, including three (3) years at a level comparable to a Lead with the District or two (2) years of supervisory experience.

**Licenses and/or Certifications:**

- Valid California Class C Driver's License.
- If assigned to Mechanical Maintenance, valid Grade IV Mechanical Technologist Certification from the California Water Environment Association.
- If assigned to Collection Facilities, a valid Grade III Collection System Maintenance Certification from the California Water Environment Association.
- If assigned to Electrical/Instrumentation, valid Grade IV Electrical/Instrumentation Technologist Certification from the California Water Environment Association.
- If assigned to Facilities Maintenance Division, valid Grade IV Mechanical Technologist certification from the California Water Environment Association.

**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 maintenance sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; 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 and walking between work areas and to conduct inspections is 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 40 pounds or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and may 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.