

CITY OF DALY CITY
DUTY STATEMENT
EXEMPT POSITION

PLANT AND EQUIPMENT MAINTENANCE SUPERVISOR

DEFINITION

Under the direction of the Director of the Department of Water and Wastewater Resources, supervises Plant & Equipment Maintenance Division personnel who are responsible for all equipment, building and landscape maintenance for the Department, and performs other duties as assigned.

EXAMPLES OF DUTIES

Schedule, supervise, review, and assist assigned personnel with the preventive and corrective maintenance of a variety of specialized mechanical and electrical equipment, structures and grounds in the Wastewater Treatment Plant, Collection System lift stations, and Water System pump stations and reservoirs. Establish, monitor and evaluate long-range maintenance programs and procedures; maintain computerized preventive and corrective maintenance logs and records concerning installations, repairs, and the condition of the system. Supervise equipment installation and testing and inspect contracted and in-house maintenance work. Maintain and control inventory. Develop and facilitate training programs for employees which may include tool and equipment operation, care, cleaning and maintenance; ensure that employees maintain required certification. Formally evaluate assigned personnel. Implement City, Department, Division and Section Rules and Regulations, policies, procedures and practices. Conduct regular safety training, ensuring adherence to proper safety procedures and maintenance of a safe work environment. Work to complete Department and Division goals and objectives. Prepare and manage the Division budget; may propose, develop and manage capital projects. Prepare reports. Prepare and give presentations to public and/or elected officials. When required, maintain 24 hour availability to address plant and equipment emergencies. Develop and maintain good working relationships with supervisors, co-workers, elected officials, professional peers and the public. May perform any work of the Division on short notice.

MINIMUM QUALIFICATIONS

Knowledge of: The methods, materials, tools and equipment used in the installation, repair and maintenance of mechanical, electrical and processing equipment, buildings, and grounds; general knowledge of water and wastewater treatment and distribution; supervisory methods and techniques; project scheduling and management; vocational

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training methods; safety regulations and methods of safe practice in work environments including hazardous atmospheres and confined spaces; plans, specifications, reports and other documents used to design water and wastewater facilities, including the mechanical, structural, electrical, piping and instrumentation and process control fields.

Ability to: Plan, schedule, and control the maintenance activities of potable water and wastewater treatment equipment and facilities. Diagnose maintenance problems. Effectively schedule, supervise, train, and evaluate work of assigned personnel. Carry out oral and/or written instructions. Maintain records for maintenance, inventory control, and personnel scheduling. Enforce safety regulations and practices. Read and interpret manuals, plans and specifications. Prepare clear and accurate reports. Help prepare, submit, justify and manage P&E Maintenance budget and related requests for capital improvements. Use CRT's and/or PC's, interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Five years of increasingly responsible experience in the maintenance of water or wastewater treatment plant equipment, and/or water distribution/wastewater collection system with at least three years of which were in a supervisory and/or program lead capacity.

Education: Graduation from high school or equivalent. College coursework in engineering, industrial arts or a related discipline can be substituted for experience on a year for year basis up to a maximum of two years. Continuing education in related subjects, supervision and project management is desirable.

Physical Requirements: Moderate, and sometimes strenuous exertion required, including crawling, regular stair climbing of many flights, lifting, carrying or handling of up to 50 pounds for 30 minutes. Work in confined areas, hazardous atmospheres and in protective garments. May work in conditions which require exposure to noise, noxious odors, gases, and contact with wastewater.

Certificates/Licenses: Possession or acquisition within two years from date of appointment of a Grade IV Mechanical Technologist Certificate issued by the California Water Environmental Association. Possession or acquisition within one year from date of appointment of a T2 Water Treatment Operator Certificate or D3 Water Operator Distribution Certificate issued by the California Department of Health Services. Possession of a valid Class C California Driver's License.

5/2008