

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT

PLANT AND EQUIPMENT MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, supervises, directs and participates in skilled mechanical, electrical, and instrumentation work in repairing and installing equipment in the Water and Wastewater systems; and performs other duties as assigned.

EXAMPLES OF DUTIES

Assigns, directs, trains, schedules and participates in the work of Plant and Equipment Maintenance staff; writes, reviews and modifies safety and operating procedures and ensures adherence to same; communicates with Administration, Operations, Collection System, and Distribution System staff to review facility maintenance needs; formally evaluate or ensure the evaluation and satisfactory job performance of assigned personnel; writes required reports and processes invoices; prepares estimates and performs other written work associated with the supervision of a maintenance section. Assist in the preparation and administration of the budget. Acts in the capacity of the Plant and Equipment Maintenance Manager in his or her absence.

Supervise, schedule, 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; keeps written and computerized records of repairs and maintenance services performed; furnishes Lead Warehouse Clerk with information for parts and inventory control; assists operators and maintenance personnel in the general maintenance of equipment and facilities of the Department of Water and Wastewater Resources; may be required to work under adverse conditions.

MINIMUM QUALIFICATIONS

Knowledge of: The installation, operation and repair of pumps, compressors, motors, generators and related equipment; mechanical ability and skill in the use of tools and materials involved in the installation, maintenance and repair of mechanical and electrical equipment; general construction practices; use of welding equipment and cutting torch; knowledge of pipe and pipe fitting installations; use of appropriate safety

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equipment and tools and principles of safety and accident prevention concerning work environments common to water and wastewater facilities; supervisory methods and techniques.

Ability to: Safely diagnose and repair mechanical and electrical defects and direct other personnel performing same; create, revise and follow safety and operating procedures; train and evaluate subordinate personnel; read, interpret, understand and work from blueprints, diagrams and installation sketches of mechanical and structural construction projects; follow written and oral directions; read and interpret gauges and recording devices and keep adequate records; prepare reports and keep accurate records; learn and efficiently use the Department's computerized maintenance information system; instruct others in maintenance and repair of the Department's equipment and facilities; perform heavy manual labor; maintain different tools and equipment in the fresh water and wastewater systems; use CRT's and PC's; work independently; 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.

Education: Graduation from high school or equivalent.

Experience: Four years of experience in the maintenance and repair of electrical and/or mechanical equipment, of which two years must have been in a position exercising similar supervisory duties.

Physical Requirements: Moderate and sometimes strenuous exertion required, including sustained walking, standing, bending, kneeling, climbing, lifting and carrying. May have to work on ladders, in tunnels and confined spaces, hazardous atmospheres and in protective garments. May work in adverse conditions which require exposure to inclement weather, noise, noxious odors, gases, or contact with water and/or wastewater.

License: Possession of a valid Class C California Driver's License. Possession of a Mechanical Technologist Certificate Grade II issued by the California Water Environment Association, or ability to obtain Certificate within 12 months of appointment.