

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**WATER/WASTEWATER MAINTENANCE MANAGER**

**DEFINITION**

Under the general direction of the Director of Water and Wastewater Resources, or authorized representative, The Water/Wastewater Maintenance Manager manages and supervises all activities of the Distribution Maintenance Division, Plant and Equipment Maintenance Division, and performs other duties as assigned.

**EXAMPLES OF DUTIES**

Manage, supervise, schedule, and review the work of maintenance personnel in the maintenance, inspection and repair of water distribution systems in the Distribution Maintenance Division; manage, 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; ensure safe, efficient and effective compliance with local, state and federal laws, rules and regulations, and industrial practices; implement City, Department and Division Rules and Regulations, policies, procedures and practices; ensure that required records are accurately maintained; oversee a comprehensive preventive maintenance program of facilities and underground infrastructure; 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 systems; manage and 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; ensure that supervisors conduct regular safety training and maintain a safe work environment; develop and maintain training programs for employees; ensure that employees maintain required certification; formally evaluate or ensure the evaluation and satisfactory job performance of assigned employees; manage crews in support of City departments in maintenance operations, such as the parks irrigation maintenance program; work to complete Department and Division goals and objectives; prepare and manage the Operating and Capital Budgets of both Divisions; propose, develop and manage capital projects and manage contracts; prepare reports, and make presentations to the City Manager/General Manager, City Council/Board of Directors or others as required; when required, maintain 24-hour availability to address

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emergencies; develop and maintain good working relationships with supervisors, coworkers, elected officials, professional peer groups and the public; may perform any work on short notice.

#### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Operation and maintenance of specialized equipment used in distribution systems, general engineering principles and practices; and principles, practices and materials used in construction and trenching; applicable federal, state and local regulations regarding water supply and treatment; supervisory methods and techniques; project scheduling and management; vocational 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. 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.

**Ability to:** Plan, organize, direct and control the maintenance of water and conveyance systems and related facilities; 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 performance of subordinates; perform technical research work, detailed analyses and preparation of comprehensive reports; maintain records for maintenance, inventory control, and personnel scheduling; carry out oral and/or written instructions; read and interpret manuals, plans and specifications; prepare, submit, justify and manage complex Operating and Capital Budgets; 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. Respond to emergencies at all hours.

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

**Education:** A Bachelors' Degree from a four-year college or university is desirable. College coursework in public administration, business administration, engineering, science or other related discipline can be substituted for experience on the basis that two years of coursework equals one year of experience up to a maximum of four years of coursework equaling two years of experience. Continuing education in related subjects including supervision and project management is desirable.

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**Physical Requirements:** Moderate, and sometimes strenuous exertion required, including crawling, stair climbing of many flights, lifting and 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, chemicals, 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 State Water Resources Control Board. Possession of a D5 Water Distribution Certificate highly desired. Possession of a valid Class C California Driver's License.

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