

Goleta Sanitary District Job Description

Job Title: Facilities Maintenance Supervisor
Department: Facilities Maintenance
Reports To: Plant Operations Manager
FLSA Status: Non Exempt (Non-Salary)

SUMMARY

Under direction from the Operations Manager, is responsible for supervising, assigning and participating in the work of staff responsible for maintenance of wastewater treatment plant equipment, vehicles, pump stations and related facilities. Supervises and performs a wide variety of skilled tasks in the installation, repair, and maintenance of wastewater treatment plant mechanical, electrical and instrumentation equipment; ensures work quality and adherence to established policies and procedures; may perform the more complex tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directly supervises 4 to 6 employees assigned to facility maintenance. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for maintenance of the wastewater treatment plant including repair and installation of all electronic, electrical, hydraulic, pneumatic and mechanical equipment.

Establish schedules and methods for providing maintenance repair services, identify resource needs, review needs with appropriate management staff; allocate resources accordingly.

Participate in the development of policies and procedures; monitor work activities to ensure compliance with subordinate's assignment requirements.

Participates and directs the work of maintenance staff for repairing and rebuilding mechanical and electrical motors, pumps, valves, engines, blowers, pneumatic valves, and compressors.

Troubleshoots and repairs 120 volt thru 480 volt electrical equipment, controls and instrumentation equipment.

Researches equipment and parts information and orders the necessary parts to maintain equipment.

Coordinates activities with maintenance and operations personnel and contractors.

Locates and corrects electrical, PLC and SCADA problems associated with treatment process motor control devices.

Ensures the proper safety precautions are taken when crews are working on energized electrical or electronic circuitry. Responsible for administering NFPA 70 E, Arc-Flash safety program.

Performs a variety of support level engineering, design and fabricating duties

Performs related duties similar to the above in scope and function as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge Of:

Tools, materials, and equipment used in maintaining wastewater treatment plant equipment; methods and procedures for maintenance and repair of mechanical equipment, gas and diesel engines, electric motors, pumps, and valves. Standard practices, methods and techniques used in the mechanical, electrical and instrumentation trades; Principles and practices related to computers, programmable logic controllers, co-processors and smart relays; Principles and practices related to electrical and instrumentation systems; effects of hazardous chemical conditions; occupational hazards encountered in a wastewater treatment plant; safety precautions and practices necessary to perform the work.

Ability To:

Supervise, organize and review the work of lower level staff; Work safely and effectively perform complex and skilled maintenance functions to repair and maintain plant equipment and facilities; estimate costs, time and labor requirements; evaluate equipment problems; maintain, troubleshoot, and repair motor control circuits; read plans and diagrams for equipment and parts; keep maintenance logs and other records and schedule maintenance work using computerized maintenance programs; perform a variety of support engineering, fabricating, and design duties related to upgrading existing equipment; give clear and accurate written and oral work instructions; establish and maintain effective working relationships with co-workers and others encountered in the course of work; communicate clearly and concisely, both orally and in writing; respond to and maintain order in emergency situations; prepare clear and concise reports.

Maintain mental capacity which allows for making sound decisions and demonstrating intellectual capabilities; Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) with college level course work in a related field.

Any combination of education and experience which demonstrates the ability to perform the duties of the position. The typical qualifying background is five years of journeyman level work experience in the wastewater field including one year of supervisory experience. Wastewater field experience should include the repair and maintenance of mechanical and electrical equipment and PLC/SCADA controls typically found in a wastewater treatment facility; or an equivalent combination of training, education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one on one basis and in a small group situation and with customers, consultants or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California Class C driver's license with a satisfactory driving record

Possession of a Plant Electrical/Instrumentation Maintenance Certificate from the California Water Environment Association or an equivalent Electrician license from the State of California or the ability to obtain a certificate within 18 months.

American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) certificates

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to stand. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to enter and work in manholes, vaults and other confined spaces.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals,

hazardous or explosive atmospheric environments, outside weather conditions, risk of electrical shock, and explosives. The employee is frequently exposed to vibration. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually loud.