

SILICON VALLEY CLEAN WATER
Job Description
April 2012

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Maintenance Supervisor

GRADE:

FLSA: Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Under direction of the Director of Maintenance, supervises the work of crews assigned to the maintenance, upkeep, and repair of the wastewater treatment plant and pump stations. This is a multiple incumbent position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Note – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Supervises, plans, schedules, assigns and directs employees engaged in the installation, maintenance, and repair of the wastewater treatment plant facilities.
- Plans and implements preventive maintenance programs for mechanical equipment.
- Plans, implements and conducts training and enforces SVCW Policies.
- Inspects work and ensures compliance with work orders, plans, and specifications.
- Evaluates employee performance and prepares written documentation of employee performance in accordance with SVCW policy.
- Inspects mechanical equipment and diagnoses equipment malfunctions; writes work orders and follows-up on completion of work insuring work performed meets the requirements of the assignment and SVCW standards.
- Manages and inspects projects performed by contractors; maintains documentation and plans.
- Coordinates with outside contractors; procures rental equipment and other tools as needed to facilitate the completion of work.

- Serves in a mentor capacity to mechanics and as a source of technical information to SVCW employees, contractors, consultants and others as required
- Requisitions supplies, equipment, parts, and services using SVCW's Computerized Maintenance Management System (CMMS)
- Assists in the preparation of the Maintenance Divisions annual budget, including capital expenditures
- Writes specifications and Standard Operating Procedures.
- Maintains complete records of work, facilities, labor, and materials using CMMS.
- Composes effective and literate correspondence and memos, responds to voice-mail and email.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- Modern wastewater treatment plant maintenance principles and practices.
- Standard practices, methods, tools, and materials of the plumbing, electrical, and mechanical trades.
- Occupational hazards and Safety Practices of general maintenance operations.
- Modern office methods and procedures.
- California employment laws and regulations.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

Ability to:

- Implement safety programs
- Direct workforce in the safe accomplishment of assigned tasks.
- Work from sketches and blueprints.
- Supervise and evaluate employees.
- Effectively assign resources and personnel to meet an objective.
- Communicate effectively verbally and in writing.
- Work and evaluate work performed by staff and others with accuracy and attention to detail.
- Operate PC and related software applications.
- Establish and maintain effective working relationships with SVCW employees and other people.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

High School Diploma or an equivalent certificate or diploma recognized by the State of California.

Associate's degree in trades or sciences desirable, but not required.

Five (5) years experience performing mechanical maintenance work involving plumbing, mechanical and/or electrical/instrumentation repair and installation in a wastewater treatment plant or industrial setting.

Two or more years experience in a supervisory position is desirable, but not required.

CERTIFICATION AND LICENSING:

Possession of, or ability to obtain within eighteen (18) months of assignment to the position of Maintenance Supervisor, a CWEA Grade III Maintenance Certificate.

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 required to stand, sit, walk, climb stairs and ladders and bend and stretch. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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 regularly works in indoor conditions and regularly works near video display. The employee is exposed to chemicals, fumes, and odors, works at heights, uses power tools, and works with and around machinery having moving parts. The employee is regularly exposed to outside weather conditions and uses personal and SVCW vehicles and occasionally works evenings or on weekends. The noise level in the work environment varies from minimal to occasionally moderate or loud.