

SILICON VALLEY CLEAN WATER
Job Description
July 2024

JOB TITLE: Maintenance Supervisor

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.

SUMMARY

Under general direction of the Maintenance Director, performs supervisory, administrative, and technical duties related to maintenance of equipment and facilities of Silicon Valley Clean Water. This position organizes, leads, and continuously improves maintenance division staff and processes.

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, directs, and evaluates employees engaged in installation, maintenance, and repair of the wastewater treatment plant and pump station facilities.
- Ensures all safety protocols necessary for maintenance activities are followed.
- Coordinates with other Divisions to ensure all agency needs are effectively met.
- Plans and implements preventive & corrective maintenance for treatment plant and pump station equipment.
- Plans, implements and conducts training pertinent to the Maintenance Technicians job tasks and skillsets.
- Administers and enforces SVCW Policies and Standard Administrative Procedures (SAP's).
- 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 and SAP.
- Inspects mechanical equipment and diagnoses equipment malfunctions; writes work orders and follows-up on completion of work ensuring the work performed meets the requirements of the assignment and SVCW standards.
- Manages and inspects non-CIP 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 as a mentor/coach to SVCW Maintenance Technicians.
- Provides technical information as it pertains to maintenance activities, to SVCW employees, contractors, consultants and others as required.
- Requisitions supplies, equipment, parts, and services using SVCW's Procurement Division and the Computerized Maintenance Management System (CMMS).
- Assists in preparation of the Maintenance Division's annual budget, including capital expenditures.
- Writes specifications and Standard Operating Procedures (SOP's).
- Maintains complete records of work, facilities, labor, and materials using CMMS.
- Composes effective and literate written correspondence in memos, emails, Teams Chat, and Performance Reviews.
- Manages Facilities vendors, such as: Elevator, Fire Alarm system, Janitorial, Landscaping, Pest Control, Fasteners, Backflow, Exterior Cleaning services.
- Supervises Warehouse staff and Facilities staff; manages inventory stock count, balances inventory to General Ledger, processes facilities invoices
- 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:

- SVCW Policies and Procedures.
- SVCW Standard Administrative Procedures.
- Modern wastewater treatment plant and pump station 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, handheld devices, printer, photocopier.
- Word processing, spreadsheet, database, computer maintenance management systems, and other related software applications.

Ability to:

- Implement safety programs
- Direct workforce in the safe accomplishment of assigned tasks.
- Work from sketches and technical drawings.
- Lead, mentor, supervise and evaluate employees.

- Effectively assign resources and personnel to meet an objective.
- Communicate effectively verbally and in writing.
- Evaluate work performed by staff and others with accuracy and attention to detail.
- Establish and maintain effective working relationships with SVCW employees, consultants, vendors, and contractors.

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 is desirable, but not required.

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

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. May be required to work in the evenings, nights, days and/or on weekends, including holidays.

Disclaimer – Job classification descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, nor are intended to include, every possible activity and task performed by every specific employee.