MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision of the Maintenance & Construction Manager, the Maintenance Supervisor is a working supervisor classification responsible for planning, assigning, supervising, and evaluating mechanical, facility, conveyance, equipment, and related minor construction and repair activities throughout District water treatment, pumping, water supply, conveyance, buildings, grounds, and support facilities. Coordinates personnel, contractors, materials, equipment, outages, and emergency response to maintain reliable District infrastructure.

DISTINGUISHING CHARACTERISTICS

Maintenance Supervisor is a working supervisor classification with formal responsibility for daily work planning, staff assignment, performance evaluation, training, safety, quality, and execution of the District mechanical and facilities maintenance program. The position is distinguished from journey-level Maintenance Mechanic classifications by supervisory authority and overall work coordination. It is distinguished from the Maintenance & Construction Manager by the Manager's broader responsibility for department strategy, construction programs, capital coordination, budgets, organizational planning, and oversight of multiple maintenance disciplines, including the separate electrical work group.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete, exhaustive listing of all the duties and responsibilities of the classification:

Supervision and Work Management Duties:

- Plan, prioritize, schedule, assign, supervise, inspect, and evaluate the work of maintenance staff and temporary or contract personnel assigned to maintenance activities.
- Establish work expectations, review work quality and documentation, identify training needs, and support employee development and performance evaluation in accordance with District policy.
- Manage preventive, predictive, corrective, and emergency maintenance through the District CMMS, including work orders, recurring maintenance, backlog, asset history, labor and material planning, and closeout documentation.
- Coordinate maintenance activities and outages with Operations, Electrical, Engineering, Water Supply, contractors, vendors, and other District staff to minimize operational impacts.
- Respond to after-hours emergencies and direct field response, repair, and restoration activities as assigned.

Mechanical, Facility, and Conveyance Maintenance Duties:

- Oversee and perform as needed inspection, maintenance, troubleshooting, repair, installation, and replacement of pumps, valves, gates, piping, mechanical drives, bearings, seals, rotating equipment, hydraulic and pneumatic systems, and other mechanical equipment used in District facilities.
- Coordinate maintenance of treatment plant mechanical equipment, pump stations, conveyance facilities, canals, structures, buildings, grounds, vehicles, heavy equipment, shop equipment, and related support assets within assigned responsibility.

- Direct fabrication, welding, rigging, lifting, crane, heavy-equipment, and field-repair activities in accordance with employee qualifications, manufacturer requirements, and District safety procedures.
- Analyze recurring failures, equipment condition, maintenance history, and operational concerns and recommend reliability improvements, repair-versus-replace decisions, and capital or replacement needs.

Construction, Contractors, and Resource Planning Duties:

- Plan and supervise minor construction, installation, repair, and rehabilitation work performed by District crews within assigned scope.
- Prepare or assist with scopes of work, estimates, schedules, material lists, equipment needs, and procurement recommendations for maintenance and construction activities.
- Coordinate and inspect contractor and vendor work; verify conformance with approved plans, specifications, safety requirements, and District standards.
- Assist the Maintenance & Construction Manager with annual budget development, expenditure tracking, equipment replacement planning, staffing needs, and long-range maintenance planning.
- Maintain inventories of critical parts, tools, materials, and supplies and coordinate purchases consistent with District procurement requirements.

Safety, Compliance, and Administration Duties:

- Administer and enforce safe work practices applicable to mechanical maintenance and field construction, including lockout/tagout, confined space, excavation/trenching, fall protection, crane/rigging, lifting, heavy equipment, traffic control, and required PPE.
- Maintain working knowledge of applicable Cal/OSHA requirements, District safety programs, manufacturer requirements, and codes or standards relevant to assigned maintenance work.
- Prepare reports, memoranda, maintenance records, procedures, performance evaluations, budget information, and other documentation as required.
- Represent the maintenance function in coordination with District staff, contractors, vendors, public agencies, and the public as assigned.
- Perform other duties as assigned.

Typical Physical Activities:

- Operate District vehicles and travel to treatment, pumping, conveyance, construction, and remote facilities.
- Stand and walk for extended periods; climb ladders and stairs; work on uneven terrain; stoop, kneel, crouch, crawl, reach, push, and pull while inspecting or directing maintenance work.
- Lift and carry tools, parts, and equipment weighing up to 50 pounds, with assistance or lifting devices used when appropriate.
- Work at heights and in permit-required confined spaces when assigned and properly trained.
- Use computers, radios, telephones, hand and power tools, and field equipment required to inspect and coordinate maintenance work.
- Respond to emergency call-outs and work overtime, nights, weekends, or holidays when required.
- Work is performed indoors and outdoors in varying weather and field conditions at treatment, pumping, conveyance, construction, and related facilities.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of industrial mechanical maintenance, rotating equipment maintenance, pumps, valves, piping, hydraulic and pneumatic systems, fabrication, welding, rigging, lifting, and heavy equipment operations.
- Maintenance practices used in water treatment, pumping, water distribution/conveyance, irrigation, and comparable industrial utility facilities.
- Preventive, predictive, corrective, and reliability-centered maintenance practices and CMMS-based work management.
- Principles of minor construction, field installation, equipment replacement, contractor coordination, procurement, budgeting, and expenditure control.
- Principles of supervision, training, performance evaluation, work planning, scheduling, and employee development.
- Applicable safety requirements including Cal/OSHA, lockout/tagout, confined space, excavation/trenching, fall protection, crane/rigging, and heavy-equipment safety.

Ability to:

- Supervise, train, direct, evaluate, and develop maintenance staff and maintain safe and productive work practices.
- Plan and coordinate multiple maintenance, repair, and minor construction assignments and effectively allocate labor, equipment, materials, and contractors.
- Diagnose mechanical and facility maintenance problems and direct technically sound repairs and reliability improvements.
- Read and interpret plans, mechanical drawings, P&IDs, specifications, manuals, work orders, and technical documents relevant to assigned work.
- Use CMMS and standard office software to plan, document, analyze, and report maintenance activities, costs, equipment history, and performance.
- Prepare clear reports, estimates, schedules, procedures, recommendations, and presentations and communicate effectively with staff, management, contractors, vendors, agencies, and the public.

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Certification/Education/Experience/License:

- Certification:
  - Possession of a Mechanical Technologist Grade 3 (MT3) Certificate from California Water Environment Association (CWEA).
  - Possession of a Service Truck Crane Operator License.
  - Possession of a Grade 2 (D2) Distribution Operator Certification issued by the State of California.
- Education:
  - Completion of a High School Diploma or equivalent: trade-school, apprenticeship, college, or technical coursework in industrial maintenance, mechanical technology, construction, supervision, or a related field is desirable.

- Experience:
  - Six (6) years of progressively responsible experience in industrial, utility, public works, water/wastewater, irrigation, or similar mechanical maintenance and construction work, including at least two (2) years in a lead or supervisory capacity.

- License:
  - Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
  - Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements necessary to successfully perform the job.