

MAINTENANCE SUPERVISOR

DEFINITION

Under direction of the Assistant General Manager; the Maintenance Supervisor will plan, organize, direct, and coordinate the maintenance function of the District; and related work as required.

EXAMPLES OF DUTIES

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

Managerial Duties:

- Recommends and assists in implementation of goals and objective of the District.
- Plans, organizes, directs and coordinates the maintenance of the District.
- Evaluates operations and activities of assigned responsibilities and recommends improvements and modifications.
- Prepares, writes and provides correspondence, reports, recommendations and Board communications related to Maintenance Division's activities.
- Build and maintain positive working relationships with co-workers, other District staff and the public using principles of good customer service.
- Provides general management of the shop, building and grounds maintenance, electrical repair and communications-control installation and maintenance.
- Provides supervision, training, and work evaluation for maintenance staff.
- Develops recommendations regarding the purchase, servicing, testing, inspection and repair of District equipment.
- Assists the Assistant General Manager with long range planning of District maintenance and budget.
- Makes spot inspections of work in progress to insure proper utilization of staff and equipment.
- Reviews employee effectiveness and personnel evaluations for maintenance staff.
- Prepares and executes plans for expansion, reduction, and shifting of maintenance functions.
- Responds to call back for after working hour emergencies.
- Periodically reviews and evaluates power consumption of District pumping facilities to reduce costs and raise efficiency.
- Performs related duties as assigned.
- Represents District maintenance functions with the public, contractors and representatives of other government agencies.

Typical Physical Activities:

- Works in an outdoor environment including walking/climbing on uneven terrain for site visits, inspections, and evaluations to analyze District's infrastructure.
- Communicates orally with co-workers, and the public in face-to-face, one-to-one and group settings.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, methods, and practices used in water, and irrigation system maintenance.
- Principles, methods, and practices of maintenance, and repair.
- Principles, methods, and practices used in building maintenance, grounds maintenance, and landscaping.
- Principles, methods, and practices used in communications-control equipment installation, maintenance, and repair.
- Principles, methods, and practices used in treatment plant operations maintenance.
- Rules, regulations, and codes applicable to District maintenance functions.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, and training.

Ability to:

- Plan, organize, manage, and administer the maintenance functions of the District.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements.
- Ensure the proper maintenance, construction, operation, and repair of District equipment and facilities.
- Manage departmental budgets.
- Communicate effectively with the general public, contractors, staff, and District management via reports, memos, and presentations.
- Represent District maintenance function with the public, contractors, and other organizations.
- Establish and maintain cooperative working relationships.

DESIRABLE QUALIFICATIONS

- Experience: Broad and extensive work experience in performing maintenance work for a water district, wastewater treatment agency, or other public agency. At least two (2) years of the experience should have been in a management or supervisory capacity.

License/Certificate/Registration Requirement:

- Driver's 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 and are necessary to successfully perform the job.