



August 2019  
FLSA: Non-Exempt

## MAINTENANCE MECHANIC SUPERVISOR

### **DEFINITION**

Under direction from the Facilities Maintenance Superintendent, assigns, inspects, and participates in the work of personnel involved in the installation, maintenance, repair, and servicing of mechanical equipment and machinery used in a wastewater treatment plant, pumping stations; and performs related duties as assigned. The work involves the disassembly of heavy machinery and equipment, replacement of parts, reassembly, alignment and precise adjustment of such equipment.

### **SUPERVISION RECEIVED AND EXERCISED**

This is a full-supervisory class that exercises independent judgment related to diverse and specialized maintenance, installation and repair of equipment and machinery utilized in the wastewater treatment plant, and pumping stations, with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned facilities maintenance mechanic staff. Incumbents assist the Facilities Maintenance Superintendent in formulating and developing unit goals and objectives, and direct day-to-day activities.

### **CLASS CHARACTERISTICS**

This class is distinguished from the Facilities Maintenance Superintendent in that the latter is a management class with broader authority and responsibility for all mechanical maintenance activities of the wastewater treatment plant and pumping stations.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

All duties are considered essential functions. There are no marginal functions for this position.

- The employee plans, organizes, directs, supervises, trains and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies and labor contract provisions; identifies best-of-class work practices among assigned staff and ensures uniform adoption of those practices; and directs, trains, and instructs other employees in safety procedures to be followed while working with and around mechanical equipment and machinery.
- The employee establishes and implements maintenance and repair schedules for preventative and corrective maintenance of wastewater system equipment, structures, machinery, and related buildings and grounds; heavy equipment, trucks and vehicles, hand and power equipment, and tools used in maintenance and repair activities.
- The employee provides reports, information and advice on statutory and regulatory requirements, technical standards and probable operational impacts of contemplated staffing, operational systems and equipment, or other policy changes relating to maintenance and repair programs. Provides technical information and advice to departments. Prepares time and cost estimates for budget preparation. Participates in multi-discipline team evaluations of plant process control and improvement needs.

- The employee provides leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
- The employee ensures the timely completion of preventive, predictive, and reactive maintenance programs; maintains the treatment plant and pumping station diesel engines, pumps, and other equipment at peak operating efficiency; recommends special work or necessary equipment maintenance; recommends and coordinates the schedule of repairs and replacements and the testing of mechanical equipment on an ongoing basis; and develops, reviews and updates written maintenance instructions and schedules.
- The employee carries out the District's safety program; responds to emergency situations as necessary; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations; and educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- The employee prepares and maintains a variety of records and reports, including purchase orders, time cards, worksheets, accident reports, regulatory compliance records, and maintenance requests; maintains a complete mechanical equipment history with a computerized maintenance program; and maintains records in the form of blueprints, drawings and specifications for industrial and water works equipment and machinery.
- The employee estimates time, materials and prioritizes job as required for various tasks under his/her control.
- The employee investigates interruptions of service and diagnoses operation difficulties.
- The employee is responsible for maintaining a supply of replacement parts, which are required for the maintenance and repair of wastewater treatment plant and pumping station equipment.
- The employee manages, coordinates, and directs others in mechanical work involving disassembly and replacement of equipment, removal of operating units for shop repair, reinstallation and realignment of equipment.
- The employee performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- District personnel rules, policies and labor contract provision, including selection, training, performance evaluation and discipline.
- Principles and practices of leadership.
- Industry practices and technical methods of Computer Maintenance Management Systems (CMMS).
- Methods, materials, tools and equipment used in the overhaul and repair of sewage plant and pumping station equipment including diesel engines, pumps, fans, blowers, motors, valves and piping;
- Lubrication methods and practices including the use of proper lubricants.
- General principles and practices related to machinist's tools, shop equipment, and operations.
- Working properties of various metals.
- Basic engineering principles relative to hydraulics and fluid mechanics.
- Applicable federal, state, and local laws and District policies and procedures relevant to the area of assignment.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and contract development and administration.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Read and interpret drawings, specifications and manuals.
- Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods related to assigned programs.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Direct and assist in difficult repairs to mechanical equipment.
- Make sketches from broken parts for replacements.
- Read and understand wiring diagrams and prints of mechanical installations.
- Read operations and Maintenance Manuals and prints.
- Accept constructive criticism from supervisors, coworkers and subordinate employees.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from high school and seven (7) years of journeyman millwright and/or equipment maintenance mechanic experience.

**Licenses and Certifications:**

Must possess a current Grade III or higher Mechanical Technologist certificate issued by the California Water Environment Association at the time of application.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

### **PHYSICAL DEMANDS**

Must possess mobility to work in a field environment; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials and a computer screen; smell to identify odors; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds or heavier weights with the use of proper equipment and assistance from other staff.

[LINK to Mechanical Maintenance Supervisor Physical Demands](#)

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field near hazardous or moving equipment or machinery and are exposed to loud noise levels, unpleasant odors, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances, work below ground, and wear protective clothing, equipment, devices, and materials.

### **WORKING CONDITIONS**

May need to be available for standby and response to off-hours emergency situations.

### **ADDITIONAL INFORMATION**

#### **Disaster Service Worker:**

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.