



April 2019  
FLSA: Exempt

## **FACILITIES MAINTENANCE SUPERINTENDENT**

### **DEFINITION**

The Facilities Maintenance Superintendent position plans, coordinates, and directs the maintenance and repair of a broad range of mechanical/electrical equipment, including equipment generally associated with wastewater treatment facilities, sanitary/storm pump stations, vehicles and building maintenance.

### **SUPERVISION RECEIVED AND EXERCISED**

The Facilities Maintenance Superintendent receives general direction from the Director of Plant Operations and Facilities Maintenance and provides supervision to the Facilities Maintenance Division including the Mechanical and Electrical Maintenance management and Information Technology sections. The employee carries out supervisory responsibilities in accordance with District's guidelines and policies, and applicable labor, regulatory, and safety laws and regulations.

### **CLASS CHARACTERISTICS**

The Facilities Maintenance Superintendent position is distinguished from the Director of Plant Operations and Facilities Maintenance in that the latter has overall responsibility for the Operations and Maintenance Department and the former provides management support to the Director and manages the Facilities Maintenance Division. This is a management position, having primary responsibility for planning, budgeting and directing field and shop maintenance activities in all District related mechanical/electrical maintenance and for detailed assignment scheduling, direction and inspection of work. The incumbent is responsible for emergency repairs and arranges standby schedules so that necessary personnel are available when required during on and off hour shifts. Responsibilities also involve the assignment, scheduling and coordination of contracted mechanical/electrical work.

### **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.*

- Recommend and implement goals, objectives, and practices for effective and efficient services to meet short range planning goals.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Effectively represent the District and the department in meetings with governmental agencies, community groups and various businesses, professional and regulatory organizations, and in meetings with individuals.
- Administer complex and technical maintenance programs in an independent and cooperative manner.
- Participate in the selection, training, motivation and evaluation of staff; tracking and authorizing time records; setting staff work expectations; rewarding and disciplining employees; participate in monitoring employee performance objectives; prepare employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline procedures.
- Research, review, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Establish safety and regulatory goals consistent with overall District standards; ensures the safety of employees at work sites and during the installation and maintenance of various types of mechanical, electrical or instrumentation equipment.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Manage requisition of parts, supplies and equipment; assist in establishing and maintaining open purchase orders with outside vendors for critical parts and supplies.
- Implement preventive and predictive maintenance programs for supporting continuous operations of plant treatment processes and facilities grounds.
- Perform administrative functions including, but not limited to, preparing requests for proposals, contracts, cost estimates, section operating and capital budgets, equipment and maintenance, and operating reports; manage approved contracts and projects; manage inventory; provide recommendations for the Capital Improvement Program.
- Answer questions and provides information to the public, customers and outside organizations; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Participate in District related civic events, professional organizations, attend meetings and make presentations.
- Provide technical support to the District's management and the Board of Directors as required.
- Support the use of new technologies (asset management, automated service orders, etc.) in the daily activities of the work group.
- Provide technical and coaching assistance to team(s) to effectively carry out day-to-day responsibilities, especially on difficult or unusual problems, minimizing health hazards and interruption of service; may direct emergency repairs or sanitary sewer overflow response.
- Ensure that standard operating procedures and parameters are developed and maintained for all collection systems processes; analyze a variety of operational data; develop and recommend alterations and changes in operating procedures.
- Help create a strong performance ethic within the work group.
- Provide facilitation, training, and problem-solving support to teams and support team members to carry out leadership and administrative team-related responsibilities.
- Assist in preparing and implementing the team(s) budget; forecast additional funds needed for staffing, equipment, materials, and supplies.
- Maintain a variety of records and files; prepare studies and written reports; create and maintains employee performance evaluations and related documents.
- Coordinate with other supervisors to develop a District-wide approach to issues.
- May perform the duties of the Director of Operations & Facilities Maintenance in his/her absence.

## **QUALIFICATIONS**

### **Knowledge of:**

- The methods, practices, materials, tools, equipment, and safety procedures used in the installation, dismantling, troubleshooting, maintenance, repair, and overhauling of mechanical equipment used in wastewater treatment, pumping facilities and related equipment, maintenance and repair of office, shop, and other structures.
- Preventive maintenance program principles and practices.
- Principles and practices of effective supervision.
- Planning and scheduling procedures.
- Computerized maintenance management systems.
- Safe rigging principles and techniques used in handling heavy objects.
- Asset Management principles, practices and procedures.

**Ability to:**

- Inspect work locations and equipment to determine work to be performed.
- Plan, assign, and inspect work performed.
- Coordinate work within the work group, with other District personnel, and with outside contractors, vendors, agencies, and the public.
- Train subordinates in the proper methods, materials, techniques, and safety procedures related to the work.
- Evaluate the work of subordinates.
- Assist in employee selection, job performance evaluation, discipline, and employee recognition.
- Prepare studies and written reports on work group operations and perform recordkeeping as required.
- Maintain cooperative, positive, and effective relationships with other District personnel departments, vendors, suppliers, contractors, and the public.
- Operate software systems for managing work, recording time, purchasing materials, sending and receiving email; using word processing programs, and developing and using spreadsheets.

**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:*

Education:

Graduation from High School or equivalent.

Experience:

Must have six years of experience in maintenance and repair of a treatment plant which must include:

- Three years in a (12MGD or larger) treatment plant
- And
- Three years in a supervisory capacity directing maintenance activities, planning and repair of a treatment plant and pump stations

**Licenses and Certifications:**

Must possess a current Grade IV Mechanical Technologist certificate or Grade IV Electrical/Instrumentation Technologist certificate issued by the California Water Environment Association OR Grade IV wastewater treatment plant operator certificate issued by State of California at the time of employment.

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 be able to walk on uneven surfaces; ability to work in inclement weather; moderate light lifting. 30 pounds with occasional lifting of up to 50 pounds; climbing ladders and stairs; reaching above shoulders occasionally; walking and standing throughout day (8 hours); occasional bending or kneeling; drive a vehicle to perform duties at other buildings and worksites; climbing on and off equipment; occasional demands may be required for moderately strenuous activities in emergencies/disasters.

**ENVIRONMENTAL CONDITIONS**

Working indoors and outdoors. Excessive heat, cold and rain during weather seasons.

**WORKING CONDITIONS**

May be required to work overtime on evenings and weekends.

**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.