

## CITY OF HAYWARD

### WATER POLLUTION CONTROL FACILITY MAINTENANCE SUPERVISOR

#### DEFINITION

The Water Pollution Control Facility Maintenance Supervisor is responsible for all maintenance activities performed at the Water Pollution Control Facility. This classification is allocated to the Utilities Division of the Public Works Department.

#### SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Water Pollution Control Facility Operations and Maintenance Manager or the Water Pollution Control Facility Manager.

Responsibilities include direct supervision of the day-to-day activities of all maintenance staff including electricians, mechanics and laborer/maintenance workers assigned to the Water Pollution Control Facility.

#### ESSENTIAL DUTIES

1. Supervises, directs and coordinates all maintenance activities of the Water Pollution Control Facility.
2. Determines priority of work and modifies standing assignments as needed.
3. Plans and implements training for utilities maintenance personnel.
4. Coordinates, plans and provides direction to utilities maintenance personnel in performing overhaul, repair, maintenance and testing activities.
5. Requisitions parts, materials and supplies and maintains appropriate inventory of each.
6. Assumes day-to-day responsibility for the continuous, effective safe work practices of the maintenance staff.
7. Supervises, instructs, evaluates and recommends discipline for maintenance staff.
8. Performs routine plant equipment inspections and analyzes records and reports to determine needed mechanical repairs.
9. Reviews, evaluates and interprets technical memorandums, drawings and specifications.
10. Has primary responsibility for the facilities' computerized maintenance management system (CMMS) and provides CMMS training to operation and maintenance staff.

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Tools, equipment and methods used in a water pollution control facility.
- B. Accepted supervisory, safety and training practices applicable to the maintenance of a wastewater treatment plant.
- C. Computers systems, including SCADA.

Ability to:

- D. Effectively instruct, motivate and supervise the work of subordinates.
- E. Recognize faulty equipment and relative seriousness of equipment defects and breakdowns.
- F. Utilize drawings and schematics to effectively analyze equipment defects or failures.
- G. Understand and follow oral and written directions.
- H. Keep accurate maintenance records and logs.
- I. Perform heavy physical labor when necessary.
- J. Establish and maintain cooperative working relationships with subordinates and other City employees.
- K. Communicate effectively both verbally and in writing.
- L. Use a personal computer.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible experience in the repair and maintenance of pumps, compressors, motors and related apparatus.

Training: Completion of twelfth grade or possession of GED.

License: Possession of a valid Class C California Driver's License at time of appointment and possession of a valid Class B California Driver's License by completion of probationary

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period.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment. Ability to work in a standard office environment, to access and use a computer, to sit/crouch/stoop/squat, to lift, carry, push or pull supplies or heavy equipment and to travel to fulfill assigned duties and to review work outdoors.

PROBATIONARY PERIOD: One Year

719CS03

JULY 2003

AAP GROUP: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt