



Maintenance Technician Crew Chief

Agency/Department: Utility Operations

Approved by:

Date Approved:

Date of Last Revision:

Reports to: Utility Operations Supervisor and
Utility Operations Manager
Supervises: Maintenance Technician I/II

JOB SUMMARY:

Under general direction, assigns, inspects and participates in the work of personnel involved in the installation, maintenance, repair and servicing of mechanical equipment and machinery used in the production, treatment, storage, transmission and distribution of potable and reclaimed water and the collection and transmission of wastewater; and performs related duties as assigned

DISTINGUISHING CHARACTERISTICS:

The Maintenance Technician Crew Chief provides first-line supervision, technical assistance and training to a staff of journey-level water and wastewater works mechanics and related maintenance personnel. Incumbents are responsible for assisting the manager in formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Participates in the selection and training of personnel engaged in the installation, maintenance and repair of small and large motor, booster pumps, deep wells, pump control valve, disinfection equipment, and related equipment and machinery including mechanical, electromechanical, hydro-chemical systems, hydraulic power, and oxygen injection systems.

Plans and evaluates the performance of assigned personnel; evaluates, plans, and schedules additional training; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with District personnel rules, policies and labor contract provisions.

Provides day-to-day leadership and works with staff to ensure a high performance, customer-oriented work environment that supports achieving the department's and the District's mission, strategic plan, objectives and values.

Participates in the preparation of operating budget recommendations, authorizes the purchase of materials and monitors work activities and expenditures to control costs.

Utilizing the Computerized Maintenance Management System (CMMS) program, plans, schedules, assigns, coordinates and supervises the work of personnel engaged in the installation, maintenance, operation and repair of pumps, valves, pipes, shafts, gears and equipment, machinery and related appurtenances used in the production, treatment, storage, transmission and distribution of potable and reclaimed water, and the collection and transmission of waste water.

Plans, lays out, inspects and supervises the work of crews engaged in the rehabilitation and upgrading of pump and lift stations.

Provides technical assistance to staff. Provides for the training of staff in work methods, use of tools and equipment, and relevant safety precautions.

Inspects and evaluates work being performed; identifies problem areas and directs remedial action.

Responds to inquiries and complaints from other divisions and departments.
Attends meetings with other departments and District staff.

Prepares and maintains a variety of records and reports, including time cards and timesheets, worksheets, accident reports, and maintenance requests.

Recommends special work or necessary equipment maintenance; inspects work in progress; reviews completed work.

Schedules and coordinates activities with other departments and divisions.
Responds to emergency situations as necessary.

Ensures the timely completion of preventive and predictive maintenance programs.
Submits requisitions for necessary tools, equipment and supplies.
Supervises the re-build of equipment by disassembling, cleaning, ordering replacement parts, repairing mechanical malfunctions, reassembling and testing equipment.

Carries out the District's safety program; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.

Directly supervises skilled and semi-skilled personnel assigned to section activities.
Researches new operational methods, techniques and equipment and recommends their application.

Plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; maintains records in the form of blueprints, drawings and specifications for industrial and water works equipment and machinery; plans and designs mechanical modifications to pump stations, lift stations, reservoirs, wells, disinfection systems and related mechanical systems and facilities.

Plans and oversees the testing of mechanical equipment on an ongoing basis.
Reviews or prepares drawings and specifications for contract work and inspects work performed to determine compliance to standards and requirements.

Develops, reviews and updates written maintenance instructions and schedules.
Reviews, plans, implements, and schedules all work orders in the computerized maintenance management system.

Interprets and modifies work order for proper completion of requested task verifying validity and necessity of requests.

May participate in long-term planning to assess future needs.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION: Requires high school graduation or equivalent, with the ability to read and follow safety procedures and job-related instructions as required.

EXPERIENCE:

1. Requires six (6) years journey level experience in water/sewer/utility works or similar industry.
2. Requires demonstrated ability to direct assigned crews.

KNOWLEDGE OF:

- Proficiencies found in the Maintenance Technician II job description.
- Principles and practices of employee supervision, including selection, training, work evaluation and discipline;
- principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards;
- basic engineering principles relative to hydraulics and fluid mechanics; principles, methods, techniques, tools and equipment used in the installation, maintenance and repair of electrical and mechanical equipment and machinery common to a large water works system; safety practices, safe work methods and safety regulations pertaining to the work;
- Safe Drinking Water Act and relevant state and federal regulations; computer applications related to the work; codes, ordinances and regulations pertaining to the work;
- District personnel rules, polices and labor contract provisions; principles and practices of effective supervision.

SKILL IN:

- Mechanical ability as related to various job functions and equipment operations.

ABILITY TO:

- Plan, organize, estimate, coordinate, assign, review and evaluate the work of others;
- Work with various computer programs such as word, and excel;
- Select, motivate and evaluate staff and provide for their training and development;
- Identify and implement effective courses of action to complete assigned work;
- Read and interpret drawings, specifications and manuals;
- Exercise sound independent judgment within established guidelines;
- Establish and maintain effective working relationships with all levels of District management and staff;
- Coordinate work assignments with other divisions, departments or agencies; communicate effectively, orally and in writing.
- Complete supervisor training as directed.

LICENSES:

- Possession of a valid California or Nevada driver's license with a driving record satisfactory to the District and District's insurance carrier.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

- Possession of or the ability to obtain within eighteen (18) months from date of hire a California Department Public Health (DPH) Water Distribution Operator Grade 1 (D1) certification. Grade 2 desirable.
- Possession of or the ability to obtain within eighteen (18) months from date of hire a California DPH Water Treatment Plant Operator Grade 2 (T2) certification.
- CWEA Collection System Operator Grade 1 certification desirable.

Failure to obtain required certification(s) may result in immediate dismissal from position.

TOOLS AND EQUIPMENT USED:

Trucks, welding and metal fabrication equipment, hand and power tools, scientific instruments, computers, grinders, drills, air compressors, log books, charts, graphs, radios, VFD's and PLC.'s.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; and walk or sit.

The employee must regularly and safely lift and/or move up to 50 pounds and frequently in excess of 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposure to all weather conditions, including extremely severe weather (blizzards). Works with hazardous chemicals such as sodium hypochlorite, and hydrogen peroxide. Exposed to fumes and odors from sewer wet wells. Frequently works in confined spaces above and below ground, including wet and dry wells, storage tanks, vaults, and manholes. The incumbent works near moving mechanical parts; on slippery and uneven surfaces; and the risk of electric shock. The noise level in the work environment is frequently loud. May be required to wear a confined space entry breathing apparatus. Works at computer workstation on regular basis. The incumbent is subject to weekend work and 24-hour call out on a seven-day basis.

FLSA Exemption status: Non-Exempt Classified

Employee Unit: Maintenance and Operations

Job Family: Operations

Class Progression: Maintenance Technician I/II
Maintenance Technician Crew Chief
Utility Operations Supervisor
Utility Operations Manager

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