



Maintenance Technician & Water Quality Superintendent

DEFINITION:

Under limited direction of the Utility Operations Manager, responsible for leading and managing the Maintenance Technician and Water Quality Division, plans, schedules, assigns, supervises, and reviews the work in a wide range of installation, modification, operation, maintenance and repair, and of the District's water production and distribution and wastewater collection and pumping systems. Plans and coordinates a comprehensive computerized maintenance program and oversees operators and multiple crew activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives limited direction from the Utility Operations Manager. Exercises direct supervision over the Maintenance Technician Division and the Water Quality Division., and supportive supervision over the Utility Operations Fleet, technical, and administrative support staff.

CLASS CHARACTERISTICS:

This is a full supervisory level classification responsible for exercising independent judgment on diverse and specialized operations and maintenance within the Operations Department. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for providing technical level support to management in a variety of areas. Performance of the work requires independence, initiative, and discretion within established guidelines.

EXAMPLES OF ESSENTIAL 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

- Supervises the work of assigned Maintenance Technician staff involved in the installation, operation, repair, calibration, troubleshooting, optimization, and maintenance of District water production and distribution and wastewater collection and pumping systems, including , booster pumps, deep wells, pump control valves, disinfection equipment , chemical feed systems, PLCs, variable frequency drives, analyzers, remote terminal units, SCADA systems, software-controlled units and equipment, telemetry systems, small and large motors and associated components up to 600 volts.
- Supervises the work of assigned Water Quality staff involved in performing a variety of technical and general water quality analyses and reporting involving water quality compliance with State and Federal regulatory agencies, reading District water meters including processing, interpretation, and associated reporting, repair and/or replacement of improperly registering or non-functioning water meters, enforcement of the District's Cross Connection

Control Program, and resolving customer concerns and complaints on water and wastewater issues.

- Directs emergency preparedness and response actions in operations for the District service area. Oversees emergency water and wastewater repair and maintenance activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the operations department; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned maintenance operations.
- Estimates time and costs of projects to make the most economical use of District labor and materials.
- In conjunction with the Utilities Operations Coordinator, schedules, plans and coordinates staffing levels, equipment, and supplies to complete designated tasks and within established budget parameters. Monitors operations and activities of work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements; maintains a variety of records and prepares routine reports of work performance.
- Performs duties of Chief Operator Treatment Plant as designated by State regulations. Participates in the annual budget preparation process; identifies resource needs; prepares detailed cost estimates with justification.
- Evaluates employee performance; trains staff in work procedures; counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Answers questions and provides information to the public; investigates inquiries, concerns, and complaints; recommends corrective actions to resolve issues.
- Supervises and monitors the work of service contractors to ensure compliance with contract requirements.
- Ensures work of crews is performed in a safe and efficient manner; trains subordinates in semi-skilled and skilled operations, work methods, and safety practices and procedures.
- Plans and lays out maintenance work projects; monitors, controls, and supplies appropriate equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Performs timeclock management responsibilities in accordance with District policies and procedures for responsible personnel and serves as back-up for the Utility Operations Manager as needed.
- Directs staff and the functions of the Computerized Maintenance Management System (CMMS) work orders, records, and report preparation.
- Assist in the development of departmental standard operating procedures and emergency response policies and procedures for utility maintenance operations.
- In the event of staff absence, emergency, or other unexpected circumstances, perform work of assigned staff as necessary.
- Responds to emergency situations as necessary.
- Performs other 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 AND EXPERIENCE:

Requires high school graduation or equivalent, with the ability to read and follow safety procedures and job-related instructions as required and six (6) years journey-level experience in water/wastewater/utility works or similar industry. Requires demonstrated ability to direct assigned crews including two years of lead or supervisory experience.

KNOWLEDGE OF:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget development and monitoring.
- Principles and practices of public contract administration and evaluation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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.
- Principles, methods, techniques, tools, and equipment used in the installation, operation, maintenance (predictive, preventive, and corrective) and repair of industrial/mechanical equipment and machinery used in the operation of water distribution, water treatment plant equipment and wastewater collection systems, including underground wastewater collection lines.
- Principles of Cross-Connection Control (Backflow prevention).
- Proper water quality sampling techniques for physical and micro-biological sampling; chemical storage and dosing.
- Methods and techniques of configuring communication between devices such as Programmable Logic Controllers (PLC), Remote Telemetry Units (RTU), and field devices, and the tools used in installing, monitoring, servicing, and repairing various electronic equipment.
- Basic engineering principles relative to electricity, electronics, and electromagnetism principles, methods, techniques, tools and equipment used in the installation, maintenance and repair of electrical systems, devices and equipment
- Basic construction knowledge as it related to facilities and components maintenance.
- Mathematical principles.
- Pertinent Federal, State, and local laws, codes and safety regulations.

- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment used in assigned maintenance area, District and mandated safety rules, regulations, and protocols.
- Record-keeping principles and procedures.
- 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.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct assigned maintenance and operations activities.
- Identify problems, research, and analyze relevant information, develop, and present recommendations, and justification for solution.
- Perform the most complex maintenance and operations duties assigned to the division.
- Develop cost estimates for supplies and equipment.
- Read, and interpret, drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, light and heavy vehicles and equipment required for the work.
- Make accurate arithmetic calculations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Participate in the Duty Supervisor On-Call rotation and respond to after-hours emergency callouts.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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.

LICENSES AND CERTIFICATIONS:

Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession or the ability to obtain within (18) eighteen months from date of hire, a California State Water Resource Control Board (SWRCB) Water Treatment Plant Operator Grade 2 (T2) certification
- Possession or the ability to obtain within (18) eighteen months from date of hire, a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable

Desirable

- California Water Environment Association (CWEA) Collection System Operator Grade 1 (C1) certification desirable.
- Possession of a CA-NV Section AWWA Cross Connection Specialist certification desirable.
- California State Water Resource Control Board (SWRCB) Water Treatment Plant Operator Grade 3 (T3) certification desirable

TOOLS AND EQUIPMENT USED:

Trucks, and power tools, scientific instruments, computers, grinders, drills, air compressors, logbooks, charts, graphs, radios, VFD's and PLC.'s, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, meter reading and/or record keeping.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Work is performed in both an office setting and in the field. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess mobility to work in the field; 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 light to heavy construction equipment and vehicles. 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 standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS:

Employees work in both field and office environments and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures

May work with hazardous chemicals such as but not limited to, sodium hypochlorite, and various acids. Exposed to fumes and odors from wastewater wet wells. May work in confined spaces above and below ground, including wet and dry wells, storage tanks, vaults, and manholes. Supervises employees and 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.