

North Marin Water District

MAINTENANCE SUPERVISOR

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Reporting directly to the Facilities Maintenance Superintendent, this supervisor plans, organizes and directs Maintenance Department personnel in their execution of planned and unplanned maintenance tasks.

DISTINGUISHING CHARACTERISTICS

The **Maintenance Supervisor** assigns tasks to personnel, monitors progress and assures quality completion; performs water distribution operations, provides project management on maintenance and other special operations related activities as required; ensures maintenance data is tracked through various programs; participates in field installations and the maintenance of water distribution and wastewater collection systems and components as necessary including electronic, electrical and mechanical equipment to ensure reliable and quality service.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Facilities Maintenance Superintendent, works with the Distribution System Operator, Construction Foreman, Treatment Plant, Consumer Services and Water Quality Supervisors. Exercises supervision over personnel performing electrical-mechanical, transmission-distribution, cross connection, and building and grounds activities.

ESSENTIAL DUTIES (include but are not limited to the following)

Supervises and participates in installing, adjusting, repairing and maintaining electronic, electrical and mechanical equipment, including pumps and motors, instruments and controls, communications equipment, cathodic protection equipment, automatic and power operated valves, building equipment, and treatment plant or other electrical and mechanical equipment as required. Plans and schedules work projects, obtains materials, and completes projects in coordination with other District personnel, contractors and other agencies. Determines need for equipment improvement and/or replacement, maintains spare parts inventory, tools and materials. Obtains price quotes and prepares cost estimates for purchase or budget approval. Orders and obtains equipment and materials as required for routine and emergency repairs. Develops preventive maintenance programs, procedures and equipment records. Carries out preventive maintenance and record keeping programs with the use of appropriate software. Determines training needs and provides training opportunities to subordinate personnel. Provides assistance to Engineering on new projects: design input, construction inspection when requested, and as-built information on completed projects.

OTHER DUTIES

Performs or assigns subordinate personnel to perform water distribution operations when scheduled or as otherwise required; participates in emergency operations, operating procedures/equipment testing and evaluation, and other special programs as required. The work may require exposure to conditions that may be hazardous or unpleasant. Observes and enforces safety rules. Maintains section proficiency in all safety procedures, traffic safety and the proper use of specialized safety equipment. Is responsible for providing emergency response at all times for equipment failure.

Approved	CD
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Date	1/25/08
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QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Position requires sufficient experience and education to successfully perform the duties of the **Maintenance Supervisor**. A typical way of obtaining the required qualification is to possess a high school diploma or its equivalent, and five years experience in a position of increasing responsibility installing and maintaining water distribution and sewage collection facilities. An Associates Degree or Trade certification/licenses may be substituted for up to two years experience.

Knowledge/Skill/Ability

Demonstrated knowledge of electrical and mechanical equipment; including distribution piping, pump station plumbing, regulators, cathodic protection, programmable logic controllers, cross connection control devices, and use of personal computers and related software (Microsoft Word/Excel/Access). Demonstrated ability to supervise personnel and work with other people to plan, organize and carry out construction projects, maintenance repairs and maintenance programs. Completion and demonstrated use of supervisory/leadership training with topics covering workplace collaboration, proactive listening, dealing with emotions, constructive feedback, coaching and conflict resolution.

License/Certificate

Possession of a valid Class A California driver's license.

Possession of a California Department of Health Services Grade D2 Water Distribution Operator Certificate or ability to obtain said certification within 6 months of appointment to position.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires working in a standard office environment and involves prolonged sitting and repetitive motion. Fieldwork in all weather conditions is also required as necessary to perform work and supervise the work of field staff and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handle noise-producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires light and heavy lifting, pushing and dragging of equipment and supplies in excess of 50 pounds. Employees may be exposed to water, raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."