VALLECITOS WATER DISTRICT

MECHANICAL/ELECTRICAL SUPERVISOR

DEFINITION

Under direction, plans, supervises, and reviews the work of staff performing mechanical/electrical maintenance and repair duties for water and wastewater systems, wastewater treatment, and plant equipment such as water pump stations and sewer lift stations; personally performs work supervised; makes recommendations for action and assists in policy, procedure, and budget development and implementation; performs related duties as required.

CLASS CHARACTERISTICS

This is the first line supervisory level class responsible for mechanical/electrical maintenance of water and wastewater systems such as water and wastewater facilities and District fleet vehicles, including supervising assigned staff. This class is distinguished from the Operations and Maintenance Manager, which is responsible for all District operations and maintenance functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Evaluates work methods and operations; estimates time and material costs using CMMS; requisitions supplies and equipment; evaluates and institutes changes in work methods and priorities; institutes changes to increase effectiveness to meet department objectives; assists in developing the department budget and monitors expenditures;
- Reviews project plans and drawings with staff, making changes based on field observations and operational problems; inspects projects in progress and upon completion; provides technical advice and assistance on problems and/or unusual situations;
- Maintains records and writes a variety of reports and memos on work performed, materials and equipment utilization, and vandalism; maintains daily and monthly reports;
- Coordinates work with other agencies, divisions, and sections; responds to questions and complaints from the public and other agencies; responds to emergency situations;
- Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Principles and practices of employee supervision including selection, training, work evaluation, and discipline;
- Principles and practices of budget development and administration;
- Principles, methods, and equipment used in mechanical/electrical maintenance, repair, and installation of water distribution systems and reclamation plant facilities and equipment;
- Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
- Shop mathematics;
- Relevant occupational health and safety regulations and guidelines; safe work methods and safety practices related to the work;
- Applicable codes and regulations; and work related computer applications.

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Research and prepare complex reports on a variety of subjects;
- Plan, direct, and coordinate mechanical and electrical work on water and wastewater equipment and facilities;
- Select, train, supervise, and evaluate employees; make decisions regarding operational and personnel functions;
- Read and interpret plans, maps, specifications and/or manuals;
- Understand, explain, and apply policies and procedures;
- Estimate labor, material, and equipment needs; assist in planning and enforcing a balanced budget;
- Respond to emergency and problem situations in an effective manner;
- Assist in developing comprehensive plans to meet future District needs/services; develop new policies impacting department operations/procedures;
- Deal constructively with conflict and develop effective resolutions;
- Operate and maintain a variety of tools/equipment;
- Establish and maintain effective working relationships with those contacted in the course of work.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: high school graduation or equivalent, and; four years of experience performing mechanical and/or electrical repairs and maintenance of equipment and facilities which included large capacity
pumps and motors. Experience in performing repairs and maintenance of water distribution or wastewater collection systems is preferred. Two years of experience in a supervisory or lead role is required.

Licenses, Certificates, and Special Requirements

- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record;
- Possession of a State Water Resources Control Board (SWRCB) Water Distribution Grade 2 (D2) is desirable;
- Possession of California Water Environment Association (CWEA) Mechanical Technologist Grade 3 OR Electrical/Instrumentation Technologist Grade 3 is highly desirable;

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are regularly required to sit; use hands and fingers to handle or feel; reach with hands and arms; drive; talk and hear. Employee must occasionally climb or balance; stoop, kneel, crouch, or crawl. Employees must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Requires vision abilities sufficient to safely operate a District vehicle and work on a computer.

Environment: Employee regularly: works in office environment, with limited time spent outdoors exposed to sun; works in or around areas with minor amounts of dust. Employee occasionally: exposed to fumes and odors from wastewater; works in confined or cramped positions; gets part of the body and/or clothing wet; exposed to unusually loud sounds. Some work done on ladders or surfaces 4 – 12 feet above ground; some work with tools causing minor strain or vibration; some potential electrical shock exposure. Infrequent exposure to common allergy-causing agents.

I have reviewed this Job Description with my Supervisor and agree with its contents.

_________________________________________________________________
Employee Signature                                                                                Date

______________________________________________________________________
Supervisor Signature

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.