



## AWP Maintenance Supervisor

**Department: AWP**

**FLSA Status: Non-Exempt**

**Salary Grade: 32**

### SUMMARY DESCRIPTION

Incumbent is responsible for supervising the maintenance, repair, installation and overhaul of plant equipment, including electrical and instrumentation equipment, of the Advanced Water Purification Facilities (AWPF) which includes a 16 MGD Class 5 Water Reclamation Facility (WRF), associated Solids Handling Facility (SHF), Energy Recovery Facilities (ERF), a 12.5 MGD advanced treatment facility, appurtenant wastewater pump stations and conveyance facilities, a product water pump station, and remote dechlorination facility. Responsibilities also include planning and supervising maintenance, ensuring documentation of plant maintenance in CMMS; supervising staff and day-to-day maintenance of the AWPF through delegation to subordinates; overseeing maintenance related contracts, overseeing the facility, equipment, and updates to CMMS, establishing work schedules, assigning and prioritizing work, interpreting and enforcing policies and procedures, assisting in any projects related to the upgrade of the AWPF; implementing emergency response actions, and any other duties as assigned.

### ESSENTIAL DUTIES

1. Supervises maintenance activities so that Department goals and objectives are met, including the development of recommendations regarding work organization, assignments, work schedules, and staff safety and training.
2. Under the direction of the Operations Manager coordinates with the Operations Supervisor, Compliance Specialist, EH&S Specialist and Engineering and Compliance Manager to ensure maintenance of operations for the AWPF, compliance with safety, and plant improvements are implemented as required. Ensures collaboration with operations and compliance staff on monitoring and reporting, and capital improvements. Ensures all maintenance is scheduled and planned, conducted in a timely manner within budget, and accurately recorded in CMMS.
3. Directly supervises staff to include: assisting with goal setting, assigning and monitoring work, conducting performance evaluations, creating staff schedules, coaching staff, interviewing applicants, ensuring training and making hiring and termination recommendations.
4. Audit assignments and resources to ensure repair schedules and performance expectations are met. This includes maintenance staff, materials, documents, work orders, change orders, and necessary approvals to perform work as planned.
5. Supervises maintenance shop activities and establishes and documents Standard Operating Procedures (SOP) for the safe and proper operation of shop equipment.

6. Conducts staff training and develops written procedures as needed; serves on employee interview panels; prepares and conducts staff performance evaluations.
7. Maintain records, prepares reports and works with staff on operating & maintenance/capital budget preparation.
8. Assists with planning and scheduling of projects. Provides direct oversight to projects in progress, ensures safety protocols are followed by staff.
9. Develops justifications, specifications, and requisitions for new equipment purchases.
10. Meets with vendors, investigates and evaluates products and equipment, provides recommendations regarding product quality, price and suitability for use by the JPA.
11. Manages maintenance service contracts. Develops scopes of work and purchase orders for maintenance service contracts.
12. Use CMMS to request and track mechanical and electrical operations and maintenance.
13. Assists in the planning of capital improvement projects.
14. Works directly with the Operations Manager/Supervisor, Maintenance Planner/Scheduler, and CMMS Specialist in the review and investigation of requests for plant-wide improvements, modifications, and maintenance.
15. Analyzes procedures, refines schedules and develops work methods.
16. Consults with the Operations Manager on policies, procedures, rules, regulations, and practices relating to safety, security, efficiency, and cost effectiveness of maintenance operations.
17. Maintains cooperative working relationships.
18. Responds to emergency maintenance situations.
19. Operates JPA vehicles, forklifts, utility carts, dump trucks, semi-tractors with trailers and other such equipment. Operates a variety of equipment and tools including pumps, saws, sanders, drills, mixers, lathes, air compressors, augers, welders and other such equipment.
20. Attends and participates in professional group meetings; stays abreast of new trends and innovations in maintenance and incorporates into procedures as appropriate.
21. Maintain all equipment per manufacture recommendation to ensure compliance with NPDES requirements.
22. Performs other duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

1. Supervisory theories and principles;
2. Machine shop operation and safety;
3. Pumps, pipelines, valves, and other equipment used in water/wastewater applications;
4. Water and wastewater processes and facilities;
5. Basic principles of mathematics;
6. Principles and practices of construction;
7. Industry maintenance procedures and safety;
8. Contract administration;
9. Budgeting theories and principles;
10. Hoisting equipment operation and safety;
11. Necessary permits and regulations to operate AWPf;
12. Water quality standards;
13. Applicable laws and regulations;

14. Record keeping techniques;
15. Basic related theories and principles such as chemistry and microbiology;
16. Proper sampling techniques;
17. Chemical handling and spill prevention, control and response;
18. Stormwater pollution prevention;
19. Safety procedures and regulations
20. Computerized Maintenance Management Systems (CMMS)

**Skills/Abilities:**

1. Coordinate and direct maintenance programs;
2. Monitoring and evaluating staff;
3. Preparing and controlling the divisional budget;
4. Prioritizing and coordinating maintenance activities;
5. Managing multiple tasks and responsibilities;
6. Administering contracts;
7. Operation and maintenance of water recycling, solids handling, advanced treatment equipment, pump stations and conveyance facilities;
8. Operating a variety of maintenance tools and equipment;
9. Understand, interpret, and apply applicable District and JPA policies, procedures and operational standards related to maintenance and machine shop operations;
10. Safely operate various gas, diesel and electric powered vehicles;
11. Safe and proper operation of various types of hoist equipment, hand and power tools, gas and electric cutting and welding equipment, precision measuring devices, test meters, and gauges;
12. Read, interpret and follow contract drawings, specifications and diagrams;
13. Using computers and related software applications;
14. Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training/Experience Required:**

1. High School Diploma or General Equivalency Diploma (G.E.D.);
2. Five (5) years water/wastewater equipment maintenance experience with increasing progressive responsibility.

**Licensing Requirements:**

1. Possession of a Valid California Driver's License.
2. Plant Maintenance Mechanical Technologist Grade III Certificate within 1 year of employment.
3. Water Treatment Operator Grade T-2 certificate from the State Water Resources Control Board within 1 year of employment.
4. Water Distribution Operator Grade D-2 certificate from the State Water Resources Control Board within 1 year of employment.

**Safety Priorities:**

1. Knowledge of: general office and field safety.
2. Use and care of Personal Protective Equipment specifically related to fall protection, confined space work and chemical exposure.
3. Proper body mechanics when moving materials, forklifts, loaders, crane/hoisting equipment.
4. Defensive driving techniques.
5. Safe storage and handling of hazardous chemicals.

6. Safe use and care of hand and power tools.
7. General emergency response techniques for hazardous chemical spills.
8. HAZMAT Incident Command System and National Incident Management System (NIMS).
9. Understanding of Padre Dam's Safety Rules and Regulations and accident and injury reporting policies.
10. Ability to complete safety training and work in a safe and efficient manner at heights and under other adverse conditions.

**Physical Requirements:**

1. Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and seeing.
2. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, heat, odors, dusts, gases, poor ventilation, chemicals, oils, inadequate lighting, workspace restrictions, intense noises, infectious substances, travel, and may be required to wear a Self-Contained Breathing Apparatus (SCBA) and Level A suit.
3. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

**Classification History:**

New 04/2023