

CITY OF HAYWARD

SENIOR UTILITIES ELECTRICAL AND MECHANICAL OPERATIONS AND
MAINTENANCE LEADERDEFINITION

To plan, organize, coordinate, and review the work of assigned personnel engaged in the electrical and mechanical operation and maintenance of water, sewer, and stormwater systems including water transmission, distribution, storage and pump facilities, sewer and stormwater pump facilities, and sewer collection systems; to perform duties requiring specialized knowledge; and to provide support to the Utilities Electrical and Mechanical Operations and Maintenance (O&M) Manager. in the overall planning of Utilities Operations and Maintenance functions.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Utilities Operations and Maintenance series responsible for organizing and coordinating activities related to the operations and maintenance of water sewer and stormwater systems. This position is distinguished from that of subordinate classifications by the level of responsibility assumed, complexity of duties, and independence of action taken. Employees perform the most difficult and responsible types of duties assigned to classes within the series, including providing technical and functional supervision over assigned personnel. This position is further distinguished from the Utilities Electrical and Maintenance O&M Manager by the latter's overall responsibility for operations and maintenance of the City's water transmission, distribution, storage and pump facilities, sewer and stormwater pump facilities, and sewer collection systems.

SUPERVISION RECEIVED

Receives direction from the Utilities Electrical and Mechanical O&M Manager.

SUPERVISION EXERCISED

Exercises technical and functional supervision over assigned Utilities electrical and mechanical maintenance staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

ESSENTIAL DUTIES (continued):

Plan, prioritize, and review the work of staff assigned to various utilities operations and maintenance activities including electrical, mechanical and distribution system operations, repair and maintenance functions and activities.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Organize, prioritize and coordinate Utilities operations and maintenance special construction projects including, but not limited to, in-house or in-house/contracted tank repairs and modifications, sewer lift station replacement projects, earthwork at tank sites; grade separation upgrade and replacement projects; large scale aqueduct and sewer force main repair projects; pump station upgrade and replacement projects; pressure-regulating station construction projects; and large scale bypass pumping efforts involving potable water, raw sewage, reclaimed water, and storm water.

Coordinate and participate in Utilities maintenance activities, ensuring that the work is performed correctly and in accordance with all safety regulations.

Confer with and make recommendations to management personnel regarding repair, maintenance and operation of the water distribution, sewer collection and storm sewer systems.

Recommend capital improvement and replacement projects.

Ensure that daily work assignments are completed.

Operate the computerized maintenance management system (CMMS).

Operate the Supervisory Control and Data Acquisition (SCADA) system as it relates to the operations of the City's storage, transmission, pumping, wastewater, and stormwater systems.

Assist Utilities Electrical and Mechanical O&M Manager in the selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

As assigned, review, evaluate and prepare comments on construction plans, drawings and specifications related to area of responsibility.

ESSENTIAL DUTIES (continued):

Respond to emergencies as required and, in coordination with higher level management personnel, implement appropriate measures to address emergency conditions resulting from equipment and system malfunctions.

Assume a working lead role for the Division's special construction projects and large scale temporary bypass pumping efforts.

Identify utilities maintenance needs, review with management personnel and initiate proper action to resolve the problems.

Actively participate in safety meetings and special trainings.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training

Principles and practices of the operation and maintenance of water, sewer, and stormwater systems including water transmission, distribution, storage and pump facilities, sewer and stormwater pump facilities, and sewer collection systems.

Principles and practices of water transmission, distribution, storage and pumping, including pressure zones and pressure regulating valves.

Methods of troubleshooting and repairing mechanical and electrical equipment commonly used in water distribution and sewer collection systems.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Pertinent local, State and Federal rules, regulations and laws.

Modern supervisory control and data acquisition systems.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize, prioritize and coordinate Utilities operations and maintenance activities including electrical, mechanical and distribution system operations, repair and maintenance functions and activities, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Provide technical and functional supervision over assigned staff; effectively train staff.

Read, interpret and utilize manuals, drawings and schematics to effectively analyze, maintain, troubleshoot and repair utilities equipment and facilities.

Exercise independent judgement and initiative without close supervision.

Effectively assess emergency situations, in consultation with higher level management personnel, and develop action plans related to municipal water distribution, wastewater, and stormwater systems.

Interpret and apply City and department policies, procedures, rules and regulations.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years of increasingly responsible experience in the operation and maintenance of a water system.

Education: Equivalent to completion of twelfth grade.

Licenses and Certificates: Possession and maintenance of a valid Water Distribution Operator D3 Certificate issued by the California Department of Health Services.
Possession and maintenance of a valid Class B California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g., heat, cold and rain) throughout the year; work in underground or confined workspaces and be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, sewer fumes, dust, mechanical and electrical hazards, and odorous environments; safely drive to various locations throughout the City; frequently kneel, stoop, crouch, squat, climb, twist, and handle equipment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, laptop, and/or tablet; sit for prolonged periods of time; safely lift and move equipment and materials weighing up to 50 pounds; walk, stand, crouch, reach, twist, turn, kneel, bend, converse by telephone, by email, in person, and be clearly understood, read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

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PROBATIONARY PERIOD: One (1) Year
M420 Senior Utilities Electrical and Mechanical Operations and Maintenance Leader
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FLSA STATUS: Exempt