

UTILITIES ELECTRICAL AND MECHANICAL OPERATIONS AND  
MAINTENANCE MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities related to the operations and electrical and mechanical maintenance of water, sewer collection, and stormwater systems, including transmission system's electrical and mechanical facilities; provides support for the distribution system; maintain and operate reservoir, pump facilities, pressure regulating stations, and emergency water wells; and to provide highly responsible technical support to the Utilities Operations and Maintenance Manager.

DISTINGUISHING CHARACTERISTICS

This is a management position allocated to the Department of Public Works & Utilities. The Utilities Electrical and Mechanical Operations and Maintenance Manager is responsible for management of operations and maintenance of water sewer and stormwater systems. This position is also responsible for assisting the Utilities Operations and Maintenance Manager in the overall planning, administration, and management of Utilities Operations and Maintenance functions. This position is distinguished from that of subordinate classifications by its responsibility for the management of a work group. This position is distinguished from the Utilities Operations and Maintenance Manager by the latter's overall responsibility for operations and maintenance of the City's water distribution and sewer collection systems, the Storekeeper position and clerical staff.

SUPERVISION RECEIVED

Receives general direction from the Utilities Operations and Maintenance Manager.

SUPERVISION EXERCISED

Exercises direct supervision over assigned Utilities Operations and Maintenance staff and assigned clerical staff.

ESSENTIAL DUTIES

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

Develop and implement goals, objectives, policies, and procedures related to Utilities operations and maintenance.

Plan, organize, and direct Utilities operations and maintenance activities including electrical, mechanical and distribution system operations, repair and maintenance functions and activities.

Direct, oversee, and participate in the development of the Utilities Operations and Maintenance Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

ESSENTIAL DUTIES (continued)

Prepare and implement the Utilities Operations and Maintenance Division budget; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of assigned area.

Encourage initiative and provide technical assistance and training to subordinates and prescribe work methods and safety procedures.

Maintain water distribution system records related to the operation, maintenance and water quality consistent with regulatory requirements.

Oversee the implementation and maintenance of the computerized maintenance management system (CMMS).

Manage the operation and maintenance of 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.

Participate in the selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

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

Plan and present regular safety training to assigned staff. Arrange for specialized training as needed.

Respond to emergencies as required and make determinations regarding emergency conditions resulting from equipment and system malfunctions.

Manage projects including but not be limited to pump/lift/grade separation station, tank and tank site construction and/or rehab/improvement.

Identify utilities maintenance needs and initiate proper action to resolve the problems.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

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

### ESSENTIAL DUTIES (continued)

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, practices, and equipment used in the operations and maintenance of modern water, sewer and stormwater systems including transmission, distribution, storage and pump operations.

Principles and practices of leadership, motivation, team building and conflict resolution.

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

Principles and practices of organization, administration and program management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

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 and direct Utilities Operations and Maintenance Division operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

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

## JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

### Ability to (continued):

Make informed judgements concerning maintenance parameters and make independent judgements during emergencies.

Effectively assess emergency situations and develop action plans as it relates to municipal water distribution, wastewater, and stormwater systems.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

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

Supervise, train and evaluate personnel.

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.

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 AND EDUCATION (continued)

Experience: Five (5) years of increasingly responsible experience in the operations and maintenance of a water system, including two (2) years of supervisory responsibility. Strong background and experience in underground and piping system construction is highly desirable.

Education: Completion of twelfth grade or possession of GED, supplemented by college course work related to audit water, water distribution, wastewater collection, recycled water distribution, or a science field. Possession of an Associate's Degree in water distribution, wastewater collection, recycled water distribution, or in a science field may be substituted for the required coursework. Possession of a bachelor's degree is desirable.

Licenses and Certifications: Possession and maintenance of a valid Water Distribution Operator D4 Certificate issued by the California Department of Health Services.

AND

Possession and maintenance of a valid Class C California Driver's License.

### SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; drive to various locations and make effective presentations to community groups, City Council, and City staff during day and evening hours; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; safely lift and carry boxes, files, or materials weighing up to 35 pounds; interact with and make presentations to the public and all different levels of City staff and the community in a professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H830 Utilities Electrical and Mechanical Operations and Maintenance Manager

Created July 2011

Revised March 2024

EEO Code: 02

FPPC STATUS: Designated

FLSA STATUS: Exempt