

UTILITIES ELECTRICAL AND MECHANICAL OPERATIONS AND MAINTENANCE  
SUPERVISOR MANAGER

DEFINITION

~~Under general direction, to supervise,~~

~~To plan, schedule, organize, direct and review coordinate the activities related to the operations and electrical and mechanical maintenance of the City's water, sewer collection, and storm waterstormwater systems, including transmission, system's electrical and mechanical facilities; provides support for the distribution, storage and system; maintain and operate reservoir, pump facilities, sewer and storm water pump facilities, and sewer collection system.~~

~~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 ~~classification position~~ allocated to the ~~Utilities Division Department~~ of the Public Works ~~Department reporting to the~~ Utilities ~~Operations and Maintenance Manager~~. The Utilities ~~Electrical and Mechanical~~ Operations and Maintenance ~~Supervisor Manager~~ is responsible for ~~the operation management~~ of ~~the City's operations and maintenance of~~ water, sewer and ~~storm waterstormwater~~ systems, ~~including the sewer collection system, and performs responsible supervisory and management in support of the Utilities Division's goals and objectives. The. 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 ~~utilities~~ classifications by its responsibility for the ~~supervision management~~ of ~~two maintenance a work groups (i.e., Utilities Mechanical Maintenance and Sewer Collection System groups).group~~. This position ~~ifis~~ distinguished from the Utilities Operations and Maintenance ~~Manger position Manager~~ by the ~~latter position's latter's~~ overall responsibility for ~~the management operations~~ and ~~administration maintenance~~ of the ~~City's City's~~ water distribution and sewer collection systems, the Storekeeper position, ~~and administrative~~ and clerical staff.

~~This position serves as a Shift Operator for the City's water system, and, in the absence of the Utilities Operations and Maintenance Manager, may be designated as the Chief Operator.~~

SUPERVISION

RECEIVED

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Receives general direction from the Utilities Operations and Maintenance Manager.

SUPERVISION

EXERCISED

Provides

Exercises direct supervision ~~of subordinate~~over assigned Utilities Operations and Maintenance staff ~~in Utilities Operations and Maintenance including water and sewer hydraulic operations, sewer collection, and any~~and assigned clerical staff.

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ESSENTIAL DUTIES:

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

Operation and maintenance of the City water distribution system, operation and maintenance of the City's sewer collection system and sewer pump stations and storm water pump stations.

Assists the Utilities Operations and Maintenance Manager with budget preparation and performs other administrative work as assigned.

Coordinates operations with the needs of the public, outside agencies, and other City divisions.

Receives, investigates and responds to public inquiries, concerns, and complaints, and requests for service. Works cooperatively with City staff, residents, businesses, property owners, and with other utilities and outside agencies.

Confers with developers and contractors as needed to ensure that the City's water and wastewater system standards are met.

Identifies electrical and mechanical maintenance needs in the utility system, discusses them with Utilities Operations and Maintenance Manager, and initiates proper action to resolve the problems. Assures that emergency staff is available 24 hours a day to take necessary action.

Oversees the development of schedules and establishment of assignment priorities for the Utilities Operations and Maintenance section, as well as the sewer collection section.

Develops and maintains specifications for water and sewer system equipment and recommends purchases.

Prepares and maintains specialized water system records and forms, and reports to regulatory agencies.

Prepares all correspondence needed to ensure effective coordination between the Utilities

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~~Operations and Maintenance, other functions within Utilities Operations and Maintenance, Public Works, other City departments, and the general public.~~

~~Reviews, evaluates and prepares comments on construction plans, drawings and specifications related to water and sewer system infrastructure projects including mechanical, electrical, and instrumentation systems.~~

~~Responsible for operation and maintenance activities for transfer of water from Hetch Hetchy aqueduct turnouts to the City's distribution system, maintenance of emergency wells, water pump stations, reservoirs, emergency interties and pressure regulating stations.~~

~~Participates in interviewing and selection of new employees under the position's responsibilities, and training of employees in work procedures, standards and safety practices.~~

~~Prepares and provides input into employee performance evaluations, including setting and assessing goals, conducts counseling on work related issues, and makes recommendations regarding discipline.~~

~~Actively participates in the Public Works Department's Safety Committee.~~

~~Performs other related duties as assigned.~~

#### JOB RELATED ESSENTIAL QUALIFICATIONS

##### Knowledge of:

- ~~• Water transmission and distribution operations and maintenance programs; and safe work practices.~~
- ~~• Principles of hydraulic theory as it applies to water distribution and storage systems, water transmission systems, pressure zones and pressure regulating valves and water and sewer pumping stations.~~
- ~~• Current methods, codes and regulations governing potable water disinfection, testing and reporting including water related hazardous materials storage and reporting requirements.~~
- ~~• Supervisory Control and Data Acquisition (SCADA) systems including data propagation methods, and associated hardware and software.~~
- ~~• Mechanical and electrical equipment commonly used in water distribution and sewage pumping systems.~~
- ~~• Sewer collection system operations and maintenance, and all the regulatory requirements related to sewer collection, including sanitary sewer system overflow reporting regulations.~~
- ~~• Modern work order development and processing.~~

~~Principles of management and~~Duties may include, but are not limited to, the following:

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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.

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.

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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, 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 ~~work planning, direction, training, and evaluation of work and staff performance~~ vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

- ~~• Direct the daily operation of a municipal water distribution system, and sewer and storm water systems; and trace and correct mechanical or procedural errors.~~

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- ~~Supervise, train and evaluate subordinate field, technical, and support staff; and coordinate schedules to insure the timely processing of the public's request.~~
- ~~Communicate both orally and in writing to prepare clear and accurate maintenance and safety reports, lead discussions, and present information to City staff, contractors, and the general public.~~

Review and evaluate construction plansOrganize 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 specifications related to water and sewer system infrastructure projects including mechanical and electrical systems.~~
- ~~Calculate water and sewer system historical and instantaneous performance using a variety of data, formulas and equations.~~
- ~~Troubleshoot SCADA problems and implement solutions; and recommend projects related to SCADA expansion, upgrade or new installations.~~

~~Make reasonable assessments as to schematics to effectively analyze, maintain, troubleshoot and repair or replacement of utilities equipment; and advise Utilities staff, design consultants, engineers and contractors in acquisition and installation of new equipment and facilities.~~

Make informed ~~judgments~~judgements concerning ~~operational~~maintenance parameters ~~of water and sewer systems;~~ and make independent ~~judgments~~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.

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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 ~~of equivalent to~~ experience and training that could likely provide the required knowledge and abilities would be qualifying. \_\_\_ A typical way to ~~qualify~~ is:

obtain the knowledge and abilities would be:

Experience: ~~Four (4)~~ Five (5) years of ~~progressively~~ increasingly responsible experience in the operations and maintenance of a water system, including ~~one (1) year~~ two (2) years of ~~responsible~~ supervisory ~~or lead position~~ responsibility. Strong background and experience in ~~a distribution underground and piping system classified as a D3 system or higher by the California Department of Health Services.~~

construction is highly desirable.

Education: - Completion of twelfth grade or possession of GED, supplemented by college course work related to potable ~~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.

License or Certificate: ~~Requires possession~~ Possession of a bachelor's degree is desirable.

#### LICENSES AND CERTIFICATES

Possession and maintenance of a valid Water Distribution Operator D4 Certificate issued by the California Department of Health Services. 7.

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OR

~~Possession and maintenance of valid Water Distribution D3 Certification issued by the California Department of Health Services with the ability to obtain a D4 Certification within eighteen (18) months of appointment to the position AND possession of a bachelor's degree in an engineering or science field;~~

AND

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

**SUPPLEMENTAL INFORMATION:**SPECIALREQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment ~~and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp;~~ 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; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, 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 in and effective and the community in a professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY \_\_\_\_\_ PERIOD: One \_\_\_\_\_ (1) \_\_\_\_\_ Year  
H830 Utilities \_\_\_\_\_ and \_\_\_\_\_ Operations \_\_\_\_\_ Maintenance \_\_\_\_\_ Supervisor  
Created \_\_\_\_\_ July \_\_\_\_\_ 2011  
EEO \_\_\_\_\_ Code: \_\_\_\_\_ 02  
FPPC \_\_\_\_\_ STATUS: \_\_\_\_\_ Designated  
FLSA STATUS: Exempt



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[H830 Utilities Electrical and Mechanical Operations and Maintenance Manager](#)

[Created July 2011](#)

Revised March 2024

[EEO Code: 02](#)

[FPPC STATUS: Designated](#)

[FLSA STATUS: Exempt](#)