

WATER POLLUTION CONTROL FACILITY MAINTENANCE ~~MANAGER~~^{SUPERVISOR}

DEFINITION

To plan, organize, direct and coordinate activities related to maintenance of the The Water Pollution Control Facility (WPCF), including the development and implementation of a comprehensive preventative, predictive, and corrective mechanical, electrical, and instrumentation maintenance program; and to provide highly responsible technical support to the WPCF Manager.

DISTINGUISHING CHARACTERISTICS

This is a management position allocated to the Department of Public Works & Utilities. The WPCF Maintenance ~~Manager~~^{Supervisor} is responsible for direct management of all maintenance activities performed at the WPCF. This position is also responsible for assisting the WPCF Manager in the overall planning, administration, and management of the WPCF. This position is distinguished from that of subordinate staff by its management of the WPCF maintenance workgroup. This position is distinguished from the WPCF Manager by the latter position's overall responsibility for the operation and maintenance of the WPCF.

SUPERVISION RECEIVED

Receives general direction from the WPCF Manager.

SUPERVISION EXERCISED

Exercises direct supervision over WPCF maintenance staff.

ESSENTIAL DUTIES

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

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

Plan, organize, and direct WPCF maintenance activities including wastewater equipment, recycled water equipment, cogeneration, solar, and SCADA systems, fleet, facilities repair and maintenance functions and activities.

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

Prepare and implement the WPCF maintenance 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.

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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.

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

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

Provide technical assistance to consulting and City engineers; review plans, specifications, and technical memorandums for Master Plan and various WPCF improvement projects.

Plan, provide, and present regular safety tailgates to Water Pollution Control Facility staff; select and negotiate outside vendors for specialized training.

Continuously monitor plant equipment and facilities; evaluate completed projects, repairs, and preventative maintenance work to ensure the quality and effectiveness of the methods are meeting standards.

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

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.

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 ~~.-This classification is allocated to the Utilities Division of the Public Works Department.~~

SUPERVISION RECEIVED AND ESSENTIAL QUALIFICATIONSEXERCISED
~~Direct supervision is provided by the Water Pollution Control Facility Operations and Maintenance Manager or the Water Pollution Control Facility Manager. Responsibilities include direct supervision of the day to day activities of all maintenance staff including electricians, mechanics and laborer/maintenance workers assigned to the Water Pollution Control Facility.~~

Knowledge of:

Principles, practices and equipment **ESSENTIAL DUTIES:**

~~Supervises, directs and coordinates all maintenance activities of the Water Pollution Control Facility.~~

~~Determines priority of work and modifies standing assignments as needed.~~

~~Plans and implements training for utilities maintenance personnel.~~

~~Coordinates, plans and provides direction to utilities maintenance personnel in performing overhaul, repair, maintenance and testing activities.~~

~~Requisitions parts, materials and supplies and maintains appropriate inventory of each.~~

~~Assumes day to day responsibility for the continuous, effective safe work practices of the maintenance staff.~~

~~Supervises, instructs, evaluates and recommends discipline for maintenance staff.~~

~~Performs routine plant equipment inspections and analyzes records and reports to determine needed mechanical repairs.~~

~~Reviews, evaluates and interprets technical memorandums, drawings and specifications.~~

~~Has primary responsibility for the facilities' computerized maintenance management system (CMMS) and provides CMMS training to operation and maintenance staff.~~

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

- ~~• Tools, equipment and methods used in modern a water pollution control facility.~~

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~~• Accepted supervisory, safety and training practices applicable to the maintenance of a wastewater treatment plant operations including recycled water, cogeneration and solar equipment.~~

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.

~~• Computers systems, including SCADA.~~

Ability to:

Organize and direct Water Pollution Control Facility Maintenance Division operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

- ~~• Read, interpret, and utilize manuals, Effectively instruct, motivate and supervise the work of subordinates.~~
- ~~• Recognize faulty equipment and relative seriousness of equipment defects and breakdowns.~~

Utilize drawings, and schematics to effectively analyze, maintain, troubleshoot, and repair wastewater treatment plant equipment defects or failures.

Effectively assess emergency situations and develop action plans as it relates to wastewater plant maintenance.

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.

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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 ~~Understand and follow~~ oral and written ~~form~~directions.

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.

- ~~• Keep accurate maintenance records and logs.~~
- ~~• Perform heavy physical labor when necessary.~~

Establish and maintain ~~effective~~cooperative working relationships with those contacted in the course of work. ~~subordinates and other City employees.~~

~~Contribute~~Communicate effectively to the accomplishments of City goals, objectives~~both verbally and activities~~in writing.

- ~~• Use a personal computer.~~

MINIMUM QUALIFICATIONS:

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:- Five (5) years of increasingly responsible experience in the repair and maintenance of industrial equipment within a water or wastewater plant, including two (2) years of supervisory responsibility.

Education: Equivalent to completion~~pumps, compressors, motors and related apparatus.~~

Training: Completion of twelfth grade or possession of GED.

LICENSES AND CERTIFICATIONS

~~License:~~ Possession of a valid Class C California Driver's License at time of appointment and possession of a valid Class B California Driver's License by completion of probationary period.

SUPPLEMENTAL INFORMATION:

SPECIAL REQUIREMENTS

Essential duties require the ~~mental and/or following~~ physical ~~abilityabilities and work environment.~~ ~~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;~~ ~~to access and use a computer, to 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 /crouch/stoop/squat, to 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.~~ ~~push or pull supplies or heavy equipment and to travel to fulfill assigned duties and to review work outdoors.~~

PROBATIONARY PERIOD: One (1) Year

H860 WPCF Maintenance ~~Supervisor~~Manager

Created July 2003

Revised March 2024

EEO Code: 02

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt