

Oro Loma Sanitary District
2600 Grant Avenue
San Lorenzo, CA 94580
(510) 276-4700

MAINTENANCE MANAGER

DEFINITION

Under direction of the General Manager, to plan, organize, and direct the mechanical, instrumentation, electrical and buildings and grounds maintenance required for the District's Wastewater Treatment Plant, sewage lift stations, and related facilities. This is an "at will" management position.

SUPERVISION EXERCISED

Exercises direct supervision over plant maintenance staff.

IMPORTANT AND ESSENTIAL DUTIES

1. Plan, schedule, supervise, assign, direct and assist employees engaged in the installation, maintenance and repair of facilities and equipment at the treatment plant, lift stations, Skywest water reclamation project, and pumping stations.
2. Establish and implement goals and objectives for the department.
3. Plan and implement preventive maintenance programs for mechanical, electrical and instrumentation equipment, including lift stations and vehicles assigned to the Collections department.
4. Prepare yearly budget; monitor and control expenditures.
5. Prepare R&R and/or CIP documents for the Engineering department; implement certain assigned R&R and/or CIP projects.
6. Direct and participate in the training, review and evaluation of staff; encourage professional growth.
7. Estimate costs of labor and materials; requisition supplies, equipment, parts and services, including negotiating contracts with vendors and contractors.
8. Maintain complete records of work, labor and materials and make periodic written and oral reports.
9. Respond to emergencies as required.
10. Determine and implement methods for improving operating effectiveness and efficiency of plant equipment and facilities.
11. Supervise, analyze, and make critical decisions necessary to the routine and emergency mechanical and electrical work performed on treatment plant equipment, either by District staff or contracted services.

12. Prepare and review specifications for specialized equipment, District projects, or contracted services.
13. Review engineering specifications for plant and lift station projects, and perform as liaison for maintenance on R&R and/or CIP projects; advise EBDA staff on mechanical issues, as necessary
14. Periodically inspect all District facilities and equipment.
15. Keep abreast of changing technology, and inform other staff of new developments in the field.
16. Represent the District in meetings with governmental agencies, private firms, vendors and contractors.
17. Perform other related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern water quality control plant maintenance principles and practices.
- Standard practices, methods, tools and materials of the plumbing, electrical and mechanical trades.
- Occupational hazards of general maintenance operations.
- Operations, services and activities of a preventive maintenance program.
- Materials, methods, practices and equipment used in preventive maintenance activities.
- Operational characteristics of mechanical and hydraulic equipment found in wastewater treatment and pumping facilities.
- Computerized maintenance systems, including preventative and corrective maintenance programs.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Budget preparation methods and techniques.
- Programmable hardware, software, and instrumentation systems.

Ability to:

- Meet respiratory requirements and use self-contained breathing apparatus (SCBA) when necessary, in accordance with the District's Standard Procedure.
- Direct the work of skilled and semi-skilled maintenance staff in repair activities related to wastewater treatment and pumping equipment and facilities.

- Develop and implement new programs, policies, and procedures in the area of expertise.
- Maintain records and prepare clear and concise reports.
- Select, supervise, train and evaluate staff.
- Plan, forecast, and justify maintenance needs.
- Read, understand and interpret engineering blueprints and schematic drawings.
- Implement appropriate safety precautions within the area of responsibility.
- Safely operate a motor vehicle, forklift, or other field equipment.
- Understand and apply maintenance techniques, and communicate them to subordinates.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Education Guidelines:

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

Experience:

Five years of progressive experience in the maintenance and/or operation of a treatment plant and pump stations, or similar facilities, including two years of lead or supervisory experience.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training in treatment plant or industrial plant maintenance and operations.

Licenses and/or Certifications:

Possession of a valid California driver's license, and a DMV record that meets the District's driving standards.

Possession of, or ability to obtain within three years of appointment, a Grade IV Certificate in Plant Maintenance issued by the California Water Environment Association.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk; use hands to finger, handle, or feel; reach with hands and arms, twist; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places; confining workspaces; fumes, dust or airborne particles; toxic or caustic chemicals; domestic waste; extreme cold; extreme heat; and electrical and mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens. The noise level in the work environment is usually loud.

Effective Date: September, 1992

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