

CITY OF SIMI VALLEY

PLANT MAINTENANCE SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, supervises, assigns, reviews and participates in the work of staff responsible for maintenance of wastewater treatment plant equipment, machinery and related facilities; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for maintenance of the wastewater treatment plant including repair and installation of all electronic, electric, hydraulic, pneumatic and mechanical equipment.
2. Establish schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Perform the more technical and complex tasks of the work unit including purchasing of all maintenance and repair equipment and supplies.
6. Train all sanitation services division personnel in Class A driving, confined space entry and all safety equipment and procedures; set-up and administer Department of Motor Vehicles Class A driving route.
7. Supervise the maintenance of the plant grounds by City landscape maintenance workers.
8. Supervise and coordinate the activities of Community Service Workers and GAIN program personnel.
9. Oversee the construction of electrical systems in the plant including assisting engineering with complex electrical drawings; ensure all work complies with National Electrical Code (NEC) standards.
10. Supervise computerized air conditioning systems for assigned buildings; ensure systems are in proper working condition and meet required standards.

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11. Participate in the selection of plant maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
12. Participate in the preparation and administration of the plant maintenance program budget; submit budget recommendations; monitor expenditures.
13. Prepare analytical and statistical reports on operations and activities.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wastewater treatment plant equipment maintenance.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a comprehensive wastewater treatment plant maintenance program.
Equipment vendors and sources of spare parts and replacement equipment.
Methods and techniques of troubleshooting, repairing and installing plant equipment.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of equipment and materials purchasing.
OSHA rules and regulations.
Electrical codes and accepted practices.
Methods and techniques of stick, carbon arc, mig and tig welding.
Programmable logic controls, co-processors and smart relays.
Methods and techniques of handling and transporting hazardous waste, chemicals and gases.
Office procedures, methods, and equipment including computers and applicable software applications.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Supervise, organize and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Troubleshoot and maintain treatment plant equipment, machinery and related facilities.
Operate electrical and electronic troubleshooting equipment.
Operate milling and metal fabricating equipment.
Operate and repair heavy equipment.
Interpret and explain City policies and procedures.
Prepare clear and concise reports.
Respond to and maintain order in emergency situations.
Operate office equipment including computers and supporting software applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in mechanical systems maintenance or a related field.

Experience:

Four years of wastewater treatment plant maintenance experience including one year of administrative or lead supervisory responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Wastewater treatment plant environment; work with water or in confined spaces; exposure to toxic chemicals, grease and oils.

Physical: Sufficient physical ability to perform moderate to heavy lifting and carrying; reaching, kneeling, crawling, climbing; standing for prolonged periods of time.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Adopted: March 2011