

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **WASTEWATER MAINTENANCE SUPERVISOR**

GRADE LEVEL: E19

SUPERVISOR TITLE: Water Reclamation Manager

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA





DEFINITION

Under direction, to supervise and participate in a variety of wastewater collection and maintenance activities; including scheduling, preventative maintenance, supervision, collection and facilities maintenance/repair.

CLASS CHARACTERISTICS

This is a full first line supervisory classification with responsibility for organizing and assigning duties; evaluating results; conducting performance appraisals; and recommending personnel actions such as hiring, promotion, discipline and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level typically report to an assigned department head. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Supervise and participate in a wide range of wastewater collection and reclamation plant maintenance activities; establish work methods and procedures; assign duties and evaluate results
-  Conduct formal and informal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline and termination
-  Recommend, implement and ensure compliance with operational policies and procedures
-  Assist in developing and administering the assigned budget; recommend expenditures for equipment, materials, and staffing

- ✎ Provide staff assistance to higher-level management staff; investigate and prepare recommendations related to operational and administrative issues
- ✎ Respond to and resolve difficult and complex citizen inquiries and complaints
- ✎ Plan and schedule maintenance, construction, and collection projects
- ✎ Prepare work scopes and solicit bids from service suppliers
- ✎ Communicate the status of repair and construction projects to management
- ✎ Maintain and repair all District wastewater & collection equipment
- ✎ Supervise and enforce compliance with the Rancho California Water District Health and Safety Manual policies and procedures
- ✎ Guide and direct on-site projects to ensure compliance with District and other regulatory agencies' safety standards and requirements
- ✎ Supervise collections staff in the inspection of grease and oil interceptors as required by the District wastewater pretreatment & inspection program
- ✎ Utilize the Computerized Maintenance Management System (CMMS) to generate and complete work orders
- ✎ Utilize the ERP software system to generate and track purchase orders and to record and approve time sheets
- ✎ Respond to emergencies involving plant equipment failure or chemical leaks
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Plumbing, pipefitting, pumping equipment, electrical systems, plant engineering, coatings and materials and report writing; standard wastewater collection system operations and basic arithmetic
- ✎ Practices and principles of water reclamation plant and wastewater collection system operations and maintenance
- ✎ Basic principles of employee supervision including training and performance evaluation
- ✎ Basic SCADA operation
- ✎ District's Safety, Health and Environmental policies

Ability to:

- ✎ Supervise and participate in a full range of wastewater collections and plant equipment maintenance services
- ✎ Select, supervise, train and evaluate assigned staff
- ✎ Gain cooperation through discussion and persuasion
- ✎ Operate heavy equipment including, jack hammer, dump truck, loader, backhoe, boom truck, vactor truck, forklift, bobtail truck, bulldozer, and water pumps
- ✎ Lead and participate in a full range of water reclamation plant maintenance services
- ✎ Interpret and apply laws, codes and regulations, policies and procedures
- ✎ Analyze and solve complex problems
- ✎ Observe and interpret situations

- ✎ Deal with changing, intensive deadlines
- ✎ Comply with the District's Safety, Health and Environmental policies
- ✎ Operate and maintain wastewater system pumps, valves and motors
- ✎ Read and interpret blueprints
- ✎ Troubleshoot mechanical problems and provide effective solutions
- ✎ Operate specialized equipment including but not limited to; sewer cleaning and video inspection equipment, toxic gas detectors and man-lifts

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of experience and training. A typical example is:

Experience: Four (4) or more years of increasingly responsible experience in pump and collections system maintenance and repair services with at least two (2) years of supervisory experience/capacity or equivalent (i.e., supervisory training, and/or supervising a project or team).

Training: Any combination of formal or informal training and education that provides the ability to read and write at a level required to perform the assigned duties; supplemented by specialized trade school training in pump maintenance/repair and or collections.

Licenses and Certificates:

- ✎ Grade III Mechanical Technologist Certificate, required
- ✎ Grade III Wastewater Collection Systems Maintenance Certificate, required
- ✎ Forklift, Crane Operator, Confined Space Entry, and Haz-Mat Tech OSHA 1910.120 certifications, required or obtain within one (1) year
- ✎ California class B driver's license with Tanker and Airbrake endorsements, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operate a District vehicle in field maintenance work
- ✎ Pull, push, carry, reach and lift equipment and parts weighing up to 60 lbs
- ✎ Stoop, kneel, crouch, crawl and climb during field maintenance and repair work
- ✎ Extended walking and standing
- ✎ Heavy exertion of energy
- ✎ Communicate verbally with District staff in face-to-face, one-to-one settings
- ✎ Hearing and vision within normal ranges
- ✎ Regularly use a telephone or radio for communication
- ✎ Certified to wear a Self-Contained Breathing Apparatus (SCBA)

The essential functions of this position may expose the employee to the following working conditions:

- ✎ Inclement weather
- ✎ Toxic materials and gases
- ✎ Heights
- ✎ Confined spaces
- ✎ Electrical hazards
- ✎ Biological and blood borne hazards
- ✎ Water and drowning hazards
- ✎ Slippery and uneven surfaces
- ✎ Wet or humid conditions, fumes or airborne particles
- ✎ Noise level is frequently loud
- ✎ Moving mechanical parts
- ✎ Potentially dangerous animals and insects (dogs, bees, spiders, snakes)
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards

OTHER REQUIREMENTS

- ✎ May be required to work nights, weekends and overtime, as necessary
- ✎ May be required to serve stand-by duty as assigned by management
- ✎ Must reside within a 30-minute emergency response time to the District boundary

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| _____ | _____ |
| Employee Signature | Date |
| _____ | _____ |
| Supervisor/Manager Signature | Date |