

City of San José
CLASS SPECIFICATION
Wastewater Maintenance Superintendent (3625)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services Department	Division Manager, Wastewater Facility Maintenance	Non-exempt

CLASS SUMMARY

Under general direction, plans, organizes, and directs mechanical and grounds maintenance and arranges for structural maintenance required at the San José/Santa Clara Regional Wastewater Facility and related facilities; coordinates activities among other trades work groups and engineers; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class reports to the Division Manager of Wastewater Facility Maintenance. This class is responsible for directing a major functional section in the maintenance of the wastewater facility. Performs related work as required. This classification differs from that of Wastewater Mechanical Supervisor in that the latter has a lesser functional and supervisory responsibility and normally reports to an incumbent of this class.

Duties require a heavy level of physical exertion, including exerting up to 100 pounds of force occasionally, and or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects (e.g. large hand tools, pipes, or other wastewater equipment). Incumbents work with large industrial equipment and machinery, in confined spaces, and around hazardous materials. Incumbents may be required to utilize self-contained breathing apparatus (SCBA) equipment, which requires the ability to pass an annual fit and spirometry test.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted)

Minimum Qualifications

Education: Successful completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate.

Experience: Six (6) years experience in the maintenance, construction, and repair of a wastewater facility or similar large industrial facility, including at least two (2) years of supervisory experience.

Required Licensing: Possession of a valid State of California Class C driver's license. As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on position.)

Basic Knowledge, Skills and Abilities

- Knowledge of the operation and maintenance of equipment similar to that at a wastewater treatment plant.
- Knowledge of the materials, methods, tools, and equipment used in the repair and maintenance of a wastewater treatment plant.
- Knowledge of safety rules and procedures of an industrial wastewater facility to ensure compliance with all safety policies, procedures, and standards.
- Knowledge of OSHA regulations, state, federal, and local standards and regulations related to safety at wastewater treatment plant or similar heavy industrial facility to ensure compliance.
- Knowledge of the principles and concepts of wastewater treatment process and production.
- Knowledge of wastewater industry trends, standards, and best practice.
- Knowledge of City, department, and division policies and processes
- Knowledge of City supervisory policies and procedures, including employee hiring, work scheduling, assigning and reviewing work, preparation and conducting performance appraisal, approval of sick leave and vacation time, and employee discipline.
- Knowledge of City employee/labor relations policies including various bargaining agreements.
- Knowledge of the City's procurement process to secure parts, equipment and resources related to the maintenance of the wastewater facility.
- Knowledge of Computerized Maintenance Management System (CMMS) software used for planning and scheduling work orders, managing resources, tracking equipment performance and maintenance, requisitioning, preparing purchase orders, inventory control, etc.
- Knowledge of City's vehicle and heavy equipment utilization, replacement and procurement process.

- Knowledge of planning and scheduling of maintenance work at a wastewater treatment facility or a similar industrial facility
- Knowledge of developing and implementing effective preventative maintenance program for treatment plant equipment or a similar industrial facility
- Knowledge of the principles, methods, and techniques of supervision.
- Knowledge of yearly budget preparation for procurement of parts, equipment and material, professional services, specialty contract services for wastewater plant or similar industrial facilities.
- Knowledge of performance appraisal process.
- Knowledge of Capital Improvement Planning process, goals, and objectives related to the wastewater facility's long-term improvement plans.

Wastewater Mechanical Superintendent

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- Skill in using computers and related software applications, such as Excel, Word, and Outlook.
 - Ability to plan and schedule mechanical equipment maintenance, repair and overhaul.
 - Ability to review and approve Standard Operating Procedures (SOP) for various plant equipment repairs, overhaul and preventative maintenance.
 - Ability to supervise, set performance standards and goals for employees, evaluate training needs for staff.
 - Ability to conduct weekly, daily staff meetings.
 - Ability to coordinate maintenance activities with Capital Improvement Projects for wastewater treatment plant.
 - Ability to effectively communicate with a diverse workforce that includes various trades, various engineering professionals, vendors, contractors, consultants, staff from various other City Departments etc.
 - Ability to trouble-shoot equipment found in the maintenance of the wastewater facility to ensure plant reliability.
 - Ability to evaluate processes, identify problems, and develop plans to improve cost-effectiveness and reliability of the wastewater facility.
 - Ability to synthesize data, use critical judgment to make accurate decision, and use data to communicate decisions and actions.
 - Ability to maintain documents and record changes and adjustments.
 - Ability to estimate the cost of labor, materials, and supplies necessary to perform work to assist in the preparation and maintenance of a budget.
 - Ability to respond to all accidents and safety hazards that occur at the plant, investigate, and complete post-incident documentation.
 - Ability to ensure that internal and external customer needs and requirements are met and customer issues are resolved.
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- Ability to perform supervisory functions including directing, training, developing, motivating, and evaluating subordinates.
 - Ability to establish and implement training programs.
 - Ability to plan and organize maintenance priorities and ensure adequate staffing coverage and resources.
 - Ability to share information using a variety of communication modes including email, tailgates, meetings, newsletters; and recognizes the needs for confidentiality when sharing sensitive information.
 - Ability to communicate effectively - express thoughts, plans, and decisions in an organized, logical and effective manner, both orally and in writing.
 - Ability to build relationships and work collaboratively with others to solicit feedback and coordinate efforts to reach common goals.
 - Ability to establish and meet deadlines while remaining adaptable to shifting priorities.
 - Ability to read and interpret plans, diagrams, sketches, blueprints, aerial maps, and parcel maps.

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- Ability to provide clear and concise written and oral documentation of technical concepts adapted to the appropriate knowledge level of the audience.
- Ability to effectively manage various contracts following City’s policies and procedures.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Possession of specialized certification such as : Plant Mechanical Technologist Grade II – IV from California Water Environment Association (CWEA), Backflow preventer installation and maintenance, Welding, Confined Space Entry, Power Plant, Hazardous Material Handling, etc.
- Completion of technical trade school in the field of mechanics.
- Completion of Leadership and/or Management coursework or training, including completion of the CWEA Manage for Success and/or Utilities Management course.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Supervises Wastewater Mechanical Supervisors, Wastewater Senior Mechanics, Wastewater Mechanics and other staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained, enforcing safety procedures; and, making hiring, termination, and disciplinary recommendations and any other recommendations related to the change in status of employees.	Continuous
2.	Assist construction inspection staff with field verification of mechanical installations	Continuous
3.	Ensures staff and facilities adherence to state, federal and local standards and regulations related to the wastewater facility by keeping up to date with compliance standards, regulations, trends, and permits	Frequent
4.	Review capital project designs and specifications for maintainability and compatibility with wastewater facility standards	Occasional
5.	Provides input to process engineering and design engineering staff on implementation challenges and possible solutions to projects designs and equipment	Occasional
6.	Prepare rough sketches and read drawing of sub-assemblies and parts, and lists materials needed for repair.	Occasional
7.	Evaluates direct reports for performance goals and compliance with policies and provides feedback on performance to employees on specific behaviors and/or results	Occasional

*Frequency defined as %, (totaling 100%) or “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY (Formerly Plant Maintenance Superintendent deleted c.2001) Created 8/13; 3625s001