

City of San José
CLASS SPECIFICATION INSTRUCTIONS

TITLE: WASTEWATER MECHANICAL SUPERVISOR I/II (3624/3674)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Wastewater Maintenance Superintendent	Non-Exempt

CLASS SUMMARY

Under direction, performs work of considerable difficulty involving the supervision of the maintenance, repair, and overhauling of varied wastewater facility equipment and structures at the San José/Santa Clara Regional Wastewater Facility. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a two level flexibly-staffed class and is the first supervisory level in the Wastewater Mechanic series reporting to the Wastewater Maintenance Superintendent. Supervision is exercised over personnel assigned within a unit of the maintenance groups. This class differs from the next higher class of Wastewater Maintenance Superintendent in that the Superintendent is responsible for directing a major functional section in the maintenance of the wastewater facility. It differs from the next lower class of Wastewater Senior Mechanic in that the Senior leads a small crew of Wastewater Mechanics. Depending on the work group, assignments will be made to any shift needed for an around-the-clock operation. Incumbents must also be available for work on Saturdays, Sundays, and Holidays.

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

Wastewater Maintenance Supervisor I

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

Experience: Four (4) years of experience as a journey level mechanic in a wastewater facility or equivalent industrial facility, including one (1) year lead experience at a level equivalent to Senior Wastewater Mechanic level at the San José/Santa Clara Regional Wastewater Facility.

City of San José
CLASS SPECIFICATION INSTRUCTIONS

TITLE: WASTEWATER MECHANICAL SUPERVISOR I/II (3624/3674)

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.

Wastewater Maintenance Supervisor II

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

Experience: Four (4) years of experience as a journey level mechanic in a wastewater facility or equivalent industrial facility, including one (1) year lead experience at a level equivalent to Senior Wastewater Mechanic level at the San José/Santa Clara Regional Wastewater Facility AND possession of certification as Plant Mechanical Technologist Grade IV from California Water Environment Association (CWEA)

Acceptable Substitution: An additional four (4) years of journey-level experience as a Wastewater Mechanic I/II or higher OR an additional two years journey-level experience and two years possession of Plant Mechanical Technologist Grade III may be substituted for the certification as Plant Mechanical Technologist Grade IV.

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.

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 principles and practices of supervision, and the methods, materials, tools, and equipment used in troubleshooting, repairing, and overhauling of wastewater facility equipment.
- Knowledge of safety practices, procedures, and standards applicable to industrial plant operations and maintenance.
- Knowledge of principles applicable to wastewater treatment plant operation and maintenance.
- Knowledge of mechanical principles, pneumatics, hydraulics and specialized sewage treatment plant equipment and its operation.
- Knowledge of personnel practices appropriate to hiring and developing employees.

City of San José
CLASS SPECIFICATION INSTRUCTIONS

TITLE: WASTEWATER MECHANICAL SUPERVISOR I/II (3624/3674)

- Knowledge of and proficiency in using the Computerized Maintenance Management System (CMMS).
- Knowledge of backflow prevention devices installation and maintenance and cross connection prevention methods.
- Knowledge of City's procurement policies and guidelines.
- Knowledge of City's vehicle and heavy equipment procurement, utilization and replacement policies.
- Knowledge of preparing section yearly budget for professional services, material and equipment procurement for maintenance and repair of plant equipment.
- Knowledge of Capital Improvement Projects, strategies and objectives
- Skill in installing, maintaining, troubleshooting, repairing, and overhauling wastewater treatment plant equipment.
- Skill in reading and interpreting blueprints, schematics, diagrams and documents.
- Skill in operating hand and power tools and equipment in a safe manner.
- Skill in training new and incumbent staff on work procedures and technical skills.
- Skill in using computers and related software applications, such as Excel, Word, and Outlook.
- Skills in using Computerized Maintenance Management System (CMMS) information to diagnose equipment and system conditions
- Skill in utilizing communication and interpersonal skills as to effectively interact with coworkers, supervisor, the general public, etc. to exchange or convey information.
- Skill in making rough estimates of materials, supplies, and equipment required for jobs and requisitioning parts and supplies.
- Skill in maintaining accurate records of time, labor, materials and equipment for work performed and prepare reports (oral and written) as necessary.
- Skill in reviewing, approving and providing feedback regarding the performance of work.
- Skills in planning and scheduling of various maintenance activities including and repair work of plant equipment.
- Ability to prepare yearly performance appraisal and work with employees to set yearly performance goals and training needs.
- Ability to effectively supervise subordinates engaged in the maintenance and repair of wastewater equipment.
- Ability to make sketches of broken/replacement parts and prepare and/or interpret working drawings.
- Ability to inspect, coordinate and oversee work done by outside contractors.
- Ability to write instructions on the operation and maintenance of mechanical equipment.
- Ability to use computer stored information to diagnose equipment and system conditions.
- Ability to learn complex mechanical systems.

City of San José
CLASS SPECIFICATION INSTRUCTIONS

TITLE: WASTEWATER MECHANICAL SUPERVISOR I/II (3624/3674)

- Ability to read, understand, record, interpret and evaluate computerized control systems, meters and gauges and make equipment setting adjustments or mechanically modify equipment for more efficient operation when necessary.
- Ability to communicate effectively with a widely diverse workforce.
- Ability to prepare technical reports, testing records, work orders or other documents concisely and correctly.
- Ability to use the facility's CMMS system to establish effective preventive maintenance programs, maintains records, and makes reports.
- Ability to identify parts and materials needed for specific jobs to maintain equipment.
- Ability to use data to communicate decisions and actions to employees, contractors and management.
- Ability to respond to and investigate accidents and safety violations that occur in the Wastewater Facility.
- Ability to present information to top management, city council and other executives.

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 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.
- Continuous learning through professional development courses.
- 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: For Frequency, indicate % of time for each duty in increments no less than 5% or use other options for frequency as noted below (*).	FRE-QUENCY*
1.	Supervises Wastewater Attendants, Mechanics, Senior Wastewater Mechanics, and others 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.	Plans and facilitates meetings for employees to ensure objectives are met.	Continuous
3.	Synthesizes complex information to detect industry trends, standards, and problems in the operation of the plant.	Continuous

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4.	Enters appropriate data into computer systems such as CMMS to ensure preventative maintenance information is utilized.	Continuous
5.	Evaluates all job packages to ensure materials, equipment, and people are available to accomplish tasks and desired results.	Continuous
6.	Prepares work schedules of personnel to ensure appropriate numbers and skills are assigned to meet work requirements.	Frequent
7.	Identifies training needs of subordinate groups and ensure appropriate internal and external resources to meet the needs.	Frequent
8.	Develop and implements strategies for a productive and motivating environment.	Frequent
9.	Administers and controls the department's expense budget within budgetary guidelines to ensure cost effective operation.	Occasional
10.	Formulate, develops and implements new policies and procedures	Occasional
11.	Works with employee relations to interpret and comply with established union agreements.	Occasional
12.	Also performs work of a similar nature to those employees he/she supervises.	As Required

*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 <i>Created 5/80; Rev. 11/92, 9/97; Rev. & Ret. (formerly Plant Mechanical Supervisor)& Cons. with Heavy Diesel Equipment Supervisor 8/13; 3624s002</i>
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