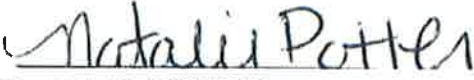



**LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT**

**M E M O R A N D U M**

**DATE:** May 23, 2017

**TO:** BOARD OF DIRECTORS  
Lake Arrowhead Community Services District

**FROM:**   
NATALIE POTTER, Human Resources Manager  
  
\_\_\_\_\_  
CATHERINE CERRI, General Manager

**SUBJECT:** CONSIDER APPROVAL OF JOB DESCRIPTION FOR  
MECHANICAL MAINTENANCE SUPERVISOR

**A. RECOMMENDATION**

Staff recommends that the Board of Directors approve the revised job description for a Mechanical Maintenance Supervisor in the Operations department. Attached are the current and proposed job descriptions.

**B. REASON FOR RECOMMENDATION**

The attached Mechanical Maintenance Supervisor job description reflects the position's current essential functions and revised certification requirements.

**C. BACKGROUND INFORMATION**

The current job description has not been revised since October 2007 therefore, it needed to be audited and revised to reflect the California Water Environmental Association "CWEA" certification requirements and the District's certification requirements.

Currently the certification requirements require a Grade IV Mechanical Technologist Certificate issued by CEWA and will be revised to the following:

**Required Licenses / Certifications:**

- Valid California class C driver's license with satisfactory driving record.
- Grade IV Mechanical Technologist Certificate issued by the California Water Environment Association (CWEA) or Grade IV Electrical/Instrumentation Certificate by the CWEA **AND**
- Grade II in the opposite certification program: Mechanical Technologist Certificate issued by the California Water Environment Association (CWEA), **OR** a Grade II Electrical/Instrumentation Certificate by the CWEA.

**Desirable License / Certification:**

- Water Distribution Operator Certificate(s) issued by the State Water Resources Control Board Drinking Water Division.
- Collections Systems Maintenance Certificate(s) issued by the CWEA.

All essential duties will remain the same.

The job description for the Mechanical Maintenance Supervisor position was approved by the Managers, Supervisors, Confidential Employee Unit "MSCEU" on May 17, 2017. The District recommends implementing the revised job description to accurately reflect the current duties and certification requirements of the position effective May 1, 2017 in accordance with the meet and confer with the MSCEU Representatives.

The attached job description reflects the current essential duties, class characteristics, abilities and qualifications that the Mechanical Maintenance Supervisor would be responsible for.

**D. FISCAL IMPACT**

There is no fiscal impact at this time.

**E. ATTACHMENT**

Current – Mechanical Maintenance Supervisor Description – October 2007  
Revised – Mechanical Maintenance Supervisor Job Description – May 2017

## **MECHANICAL MAINTENANCE SUPERVISOR**

### **DEFINITION**

Under general direction, plans, schedules, assigns and reviews the work of the electrical and mechanical maintenance staff within the Operations Department; coordinates, monitors, and provides technical input for assigned water and wastewater treatment plant related projects and programs; coordinates, monitors, and provides technical input for assigned fleet, vehicle, and equipment maintenance and repair projects and other special programs; provides highly responsible and complex administrative and operational assistance to the Operations Manager; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Operations Manager. Exercises direct supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the mechanical maintenance series. Responsibilities include planning, organizing, supervising, reviewing and evaluating the work of mechanical maintenance staff. Incumbents are expected to independently perform the full range of electrical, mechanical and fleet maintenance duties. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Operations Manager in that the latter has overall responsibility for the operation and maintenance of all water and wastewater treatment facilities, systems, and functions and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the electrical and mechanical maintenance division.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the electrical and mechanical maintenance work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs for assigned operations projects and programs; participates in the annual budget preparation; prepares detailed cost estimates

- with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary; maintains records of purchase orders; may assist in developing budget figures for division.
  - Performs the most complex electrical and mechanical maintenance duties and provides technical assistance to crews.
  - Troubleshoots operational and maintenance problems; corrects and directs the correction and repair of operational and/or equipment problems.
  - Inspects for safety violations; ensures that safety procedures are followed and the safety equipment is worn; makes periodic safety presentations to plant staff.
  - Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
  - Maintains logs and records of work performed; prepares periodic reports.
  - May attend a variety of meetings with regional agencies and task forces on the behalf of the division and the Operations Manager; attends meetings and makes presentations before the Board of Directors, boards, and commissions, as requested.
  - Responds to emergency situations as necessary.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of maintenance program development and administration.
- Principles, practices, equipment, tools and materials required for the electrical and mechanical maintenance and repair of wastewater and water treatment plants.
- Electrical, mechanical, hydraulic, system process, instrumentation, and calibration, as they relate to water and wastewater treatment facilities and water distribution and wastewater collection systems maintenance and process control.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic principles and practices of budget development, administration, and accountability.
- Safety principles, practices, and procedures of water treatment facilities and systems, including equipment and hazardous materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and District staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement and direct utilities operations activities.
- Analyze, interpret, apply, and enforce Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research, and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex electrical and mechanical maintenance duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Develop and recommend systems and procedures related to assigned operations.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and four (4) years of increasingly responsible experience in the electrical and mechanical maintenance and repair of a variety of water and wastewater treatment and pump station facilities and equipment including one (1) year of supervisory experience.

**License:**

- Valid California class C driver's license with satisfactory driving record.
- Grade IV Mechanical Technologist Certificate issued by the California Water Environment Association (CWEA).

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in water treatment and distribution systems and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites.

Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment..

**ENVIRONMENTAL ELEMENTS**

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Must be willing to work weekends, holidays, and off-hour shifts and must live within 45 minutes of the maintenance facility for emergency callback response.



**MAY 2017  
FLSA: EXEMPT**

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