

## Job Class Specification

Title:	<b>Manager, Mechanical Maintenance</b>
Job Code:	<b>555100</b>
Bargaining Unit(s)/Grade:	<b>MANA Gr 11</b>
FLSA Status:	<b>Exempt</b>
Safety Sensitive:	<b>TBD</b>
Competency Model:	<b>TBD</b>
Career Family:	<b>TBD</b>

### **Summary**

Oversees, plans, and administers the mechanical maintenance and repair programs for the Council's wastewater treatment plant facilities. Develops a preventative and planned/deferred maintenance program; through subordinate supervisors, oversees the planning and scheduling of work; supervises the work of multiple trades disciplines (e.g., mechanists, pipefitters and painter); ensures adequate safety training of personnel; plans and manages the use of outside service contracts; implements the use of technology; and performs other related responsibilities.

### **Impact on Service/Operation**

This is a single incumbent classification and is not currently part of a position series. Position has impact on operations, equipment running properly without mechanical breakdown and in compliance with regulations and standards. Properly-maintained systems minimize the operational cost and need for costly repairs or replacements of mechanical equipment. Errors in performance compromise the quality and capacity of mechanical systems capabilities (air conditioning, heating and cooling, potable and non-potable water distribution, etc.) and plant wastewater treatment and pollution prevention and control capabilities. Inappropriate recommendations regarding upgrading or replacement of equipment, ill-advised purchases and inaccurate projections of maintenance expenses impact negatively on budgeting and cost considerations. Finally, improper conduct of supervisory/managerial duties compromise the efficiency and performance standards of the unit through poorly planned, delegated, scheduled and monitored work activities.

### **Essential Responsibilities\***

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

- Establishes preventative maintenance programs and plans at all wastewater treatment plants for implementing, monitoring, and reviewing maintenance and repair efforts, material inventory control, equipment inspections, job plan and cost estimates.
  - Directs field inspections and surveys of existing mechanical and plumbing facilities to ensure conformity with mechanical code and/or plumbing code and industry standards.
  - Directs the training of crews in mechanical maintenance safety principles to meet and comply with OSHA regulations and other safety training (e.g., Confined Space, Lockout/tagout, equipment rigging and lifting).
  - Develops and prepares project status and performance reports.
  - Coordinates and consults with other departments to ensure activities are integrated as appropriate.
  - Keeps informed of new technology, trends, and techniques in the maintenance industries.
  - Establishes requirements and procedures for outside service contracts.
- Supervisory Responsibilities: Directly supervises 3 supervisors and with accountability for scheduling; training; assigning and directing work; evaluating work performance; and making recommendations on hiring decisions, disciplinary actions and terminations

- Managerial Responsibilities: Organization unit of 80 employees with budget accountability for \$3.6 million. Prepares and manages budget information for the department.  
Other related duties as assigned

### **Non Essential Responsibilities**

- None

### **Minimum Qualifications**

Education	Associate's degree, or a two year college or technical school certification.
Experience	Eight (8) years of experience in the maintenance, construction and repair of mechanical components of potable water systems, storm drainage systems, wastewater treatment plans or other mechanical facilities with similar systems and equipment with five (5) or more years of progressively responsible full-time supervisory experience.  A combination of education and experience (including supervisory) totaling ten 10 years may be considered on a year for year basis.
License Requirements	Valid drivers license

### **Knowledge, Skills and Abilities Required:**

Technical	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• The methods, materials, equipment, and chemicals used in the maintenance, repair of various types of mechanical, hydraulic, pneumatic components in wastewater treatment plants, complex pumping stations, potable water facilities, and incineration plants.</li> <li>• Safety principles, practices, OSHA requirements involved in all aspects of the mechanical work, equipment usage, and confined space work performed.</li> <li>• Principles and practices of supervision, training, organization, and work scheduling for the effective use of personnel, equipment, and materials.</li> </ul>
Computer	Basic knowledge of computer maintenance tracking systems, Microsoft Office products
Language	Level 4. Ability to read, analyze and interpret professional journals, technical procedures and government regulations. Ability to write reports business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of customers or clients.
Math	Level 2. Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent, and to draw and interpret bar graphs
Human Relations	Level 2. Requires the skill and persuasion in dealings with others both inside and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization, but does not have the authority to act on behalf of the organization in matters where there are legitimate differences of opinion. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees.

## **Work Environment**

Incumbent will spend much of the time in a standard office environment and time in the various facilities performing functional responsibilities. Some positions may require work to be performed at off site work locations (e.g., field inspections) where the position may be exposed to moving parts, fumes, airborne particles, outdoor weather conditions and vibration. Confined space entry at industry and various facilities is required.

## **Physical Requirements**

Incumbent must be able to stand/walk, climb, kneel, stoop, bend, crawl, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below and occasionally above chest height, must occasionally lift/carry/push/pull up to 10 pounds and periodically 25-50 pounds and must have adequate close vision for reading and computer work.

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\* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.

Revision History: created 11/6/2006  
Template revision 10/20/06;