



MAINTENANCE MANAGER

Unrepresented Employee - Exempt

POSITION CHARACTERISTICS

To plan, organize, direct and coordinate the activities of either the Distribution or Storage and Conveyance Maintenance Divisions of the Operations & Maintenance Department including construction, maintenance, repair and inspection of facilities, and associated equipment; and to provide highly complex staff assistance to the Director of Operations & Maintenance.

The Manager level position provides full line and functional management responsibility for a division within a department.

Supervision Received And Exercised

Receives administrative direction from management staff.

Exercises direct supervision over assigned, supervisory and administrative support personnel.

Examples of Duties - Duties may include, but are not limited to, the following:

Assist in the development and implementation of departmental goals, objectives, policies and procedures.

Manage, direct and organize Maintenance Division activities including construction, maintenance, repair and inspection of facilities, and associated equipment.

Develop a preventive maintenance program including tasks to be performed, scheduling and tracking system that ensures a high level of operational reliability and maintain District facilities in a clean and orderly condition.

Direct, oversee and participate in the development of the Maintenance Division work plan; assign work activities, projects and programs; monitor work-flow; review and evaluate work products, methods and procedures.

Develop/establish objective performance measures and benchmarks.

Prepare the Maintenance Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

When assigned to the Distribution Division:

Manage maintenance activities for the treated water distribution system.

Manage on-call supervisor/stand-by response program.

Manage benchmarking and performance measurement program.

Manage department information systems strategy and application development.

Department year 2000 compliance project manager.

When assigned to the Storage and Conveyance Division:

Manage maintenance activities for raw water storage and conveyance, treatment facilities, treated water pump stations and reservoirs, and facilities and grounds maintenance administration.

Manage the Electrical Technician and Instrument Technician stand-by response program.

Develop, implement, and manage the District's security systems, including locks and keys, electronic access cards, surveillance cameras, and intrusion alarms.

Knowledge of:

Principles and practices of civil engineering, including hydraulics of pressurized water systems.

Methods, practices, materials and equipment used in the construction, installation, operation, maintenance and repair of water facilities and storage, conveyance and distribution systems.

Principles and practices of policy development and implementation.

Principles and practices of business correspondence and report writing.

Pertinent local, State and Federal laws, rules and regulations.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize, direct and implement a comprehensive water system maintenance program.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Interpret and explain division policies and procedures.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, business or public administration or a related field.

Experience: Seven years of increasingly responsible experience in water utility maintenance, including five years of administrative or managerial experience.

Physical Demands:

Work is mainly performed in a normal office and meeting room environments. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain, in all types of weather conditions. The duties of the position require the ability to walk, observe, talk, listen, and operate a computer and telephone. Occasionally, work requires lifting or moving up to 15 pounds. Work hours are irregular and include evening meetings.

Other Requirements:

Possession of, or ability to obtain, a valid California driver's license.

Maintenance Manager-Distribution must possess a Grade 5 California Distribution Operator Certificate OR required to have passed the Distribution Grade 5 exam and can obtain Grade 5 certification within one year from the start date in the position.

Adopted: October 17, 1990
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Approved _____ Human Resources and Risk Manager