CITY OF SANTA CRUZ
WASTEWATER FACILITIES MECHANICAL SUPERVISOR

Reports to	Wastewater Treatment Facilities Operations Manager
Supervises	Wastewater Facilities Lead Mechanical Technician, Wastewater Facilities Mechanical Technician I/II, and other staff as assigned
Bargaining Unit	Supervisory

BASIC FUNCTION

Under general supervision, the Wastewater Facilities Mechanical Supervisor provides supervision and work direction to staff by coordinating the daily workflow of repair and preventive maintenance on wastewater plant equipment and related facilities; performs the more advanced maintenance and repair work on wastewater mechanical equipment.

DISTINGUISHING CHARACTERISTICS

The Wastewater Facilities Mechanical Supervisor is a supervisory, advanced journey level classification in the plant maintenance mechanic series in which incumbent provides work direction for assigned staff, oversees daily operations, and performs the more complex plant equipment troubleshooting and maintenance tasks. Incumbent is required to obtain the California Water Environment Association (CWEA) Plant Maintenance (PM) Mechanical Technologist Grade 3 certificate within two years of date of hire or promotion.

This classification is distinguished from the lower level classification, Wastewater Facilities Lead Mechanical Technician, in that the latter is a lead advanced journey-level classification expected to perform highly skilled plant mechanical maintenance but does not supervise other staff. This classification is distinguished from the next higher level classifications of Wastewater Treatment Facilities Operations Manager in that the latter position has responsibility for the overall plant maintenance program, including operations, electrical and mechanical maintenance.

TYPICAL DUTIES *(May include, but are not limited to, those duties listed below.)*

- Plans, coordinates, supervises and participates in the installation, maintenance and repair of mechanical equipment at the Wastewater Treatment Plant and related facilities; troubleshoots and identifies mechanical problems and determines appropriate course of action; designs, fabricates and installs mechanical equipment, systems, and components; ensures code compliance.
- Oversees and participates in the installation, testing, calibration, and maintenance of mechanical systems and equipment.
- Provides work direction and supervision, including assigning duties, planning, coordinating and/or providing training, and reviewing and evaluating work performance; maintains effective work procedures and resolves on-the-job problems as they occur; participates in the hiring process for staff; recommends selection of employees.
- Reviews work orders and inspects locations where work is to be performed, noting special equipment needs and difficulties which may be encountered; performs inspections and confirmations on various

mechanical system repairs and installations; estimates time, cost, labor and material needs; orders necessary equipment and materials; requisitions materials, supplies and equipment for mechanical maintenance and repair work; ensures the maintenance of adequate mechanical supply inventories; assists in developing and implementing a preventative maintenance program for equipment.

- Interprets drawings, diagrams, specifications and codes as required; reviews work in progress and work completed to assure conformity with work orders, plans diagrams and specifications.
- Assesses equipment performance and defines maintenance plan; creates project scope for complex repairs; may work with equipment suppliers to create custom repair requiring design changes.
- Implements safety rules and regulations; assures plant and personnel safety; provides and coordinates safety meetings and trainings; ensures safe work practices and procedures are followed.
- Makes recommendations regarding the utilization of contractors and vendors; oversees and monitors the work of consultants and vendors including planning, scheduling, and assigning work.
- Prepares reports and maintains records, such as preventive maintenance reports and work progress reports.
- Operates a variety of test equipment and uses hand tools in the maintenance and repair of mechanical related equipment and systems.
- Coordinates activities with other divisions, departments, and staff; provides for emergency repair as required; may be called on during off-duty hours to assist with emergencies related to division activities.
- Performs all duties of the Wastewater Mechanical Technician series, especially the more difficult and complex plant equipment troubleshooting and maintenance tasks.
- Performs related duties as assigned.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 100 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat and cold. May use chemicals and cleaning products which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power tools and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and enter confined spaces. Some positions require the incumbent to work both in and around bodies of water to perform assigned duties. The incumbent may be required to respond to after hours emergency call outs and to wear a uniform. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Techniques, tools and materials used in the maintenance and repair of industrial machinery and equipment such as large capacity pumps, motors, valves, gear boxes, pressure regulating valves, centrifuges, compressors and boilers (depending on the area of assignment).
- Standard safety procedures related to industrial and wastewater treatment facility equipment maintenance.
- Electrical operation of pumps and motors to troubleshoot and service equipment.

- Theory and practice of troubleshooting and repairing co-generation systems and emergency generator systems.
- Principles and practices of effective supervision and training techniques.

Skills:
- Maintaining, adjusting, and repairing industrial machinery and equipment.
- Operating hand and power tools used in mechanical maintenance work.
- Operating boom truck, dump truck and other similar equipment.

Abilities:
- Develop and coordinate work programs.
- Select, train, assign, direct, and evaluate the work of others.
- Plan, organize, prioritize, schedule and follow-up on work assignments.
- Interpret, explain, and apply applicable policies, procedures, laws, codes and regulations.
- Implement safety rules and provide and/or coordinate safety meetings and trainings.
- Perform mathematical calculations.
- Estimate time, labor, and materials for proposed work.
- Read and interpret mechanical sketches, drawings, diagrams, plans, specifications and technical manuals.
- Recognize unusual or dangerous operating conditions and make sound judgments within established guidelines.
- Read and interpret mechanical sketches, drawings, construction diagrams, blueprints, plans, specifications, and technical manuals.
- Perform manual labor involving frequent bending, pulling, pushing, and lifting and carrying of weights up to about 100 lbs.
- Analyze complex mechanical issues and develop and implement an appropriate response.
- Make recommendations for adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Prepare and maintain accurate, detailed records and reports.
- Use a computer and related software applications.
- Observe safety principles and work in a safe manner.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with others.
- Act in a courteous and diplomatic manner with members of the public.

OTHER REQUIREMENTS
- Must reside within a 45-minute response time by the end of probationary period.
- Willingness to perform call-back work as required.
- Willingness to wear a uniform.

EDUCATION AND EXPERIENCE
Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:
- High school graduation or tested equivalent and four years journey-level experience in mechanical maintenance work including the maintenance and repair of industrial machinery and equipment.

- Some supervisory experience.
- Successful completion of City of Santa Cruz's Supervisory Training (2008 or later) program is accepted in lieu of some supervisory experience.

LICENSES/CERTIFICATES

Possession and continued maintenance of the following licenses and/or certifications:

- Valid California class C driver's license and a safe driving record.
- First Aid and CPR certification within one year of date of appointment.
- CWEA PM Mechanical Technologist Grade 2 certificate. (Four years experience may be substituted for certification.)

DESIRABLE QUALIFICATIONS

- Experience performing fabrication welding with arc and gas welding and cutting equipment.

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Career Path

- *Wastewater Facilities Mechanical Supervisor*
- Wastewater Facilities Lead Mechanical Technician or Water Facilities Mechanical Technician III
- Wastewater Facilities Mechanical Technician II, Wastewater Mains Mechanical Technician II, or Water Facilities Mechanical Technician II
- Wastewater Facilities Mechanical Technician I or Utility Maintenance Technician