

EAST BAY REGIONAL PARK DISTRICT

WATER UTILITIES MAINTENANCE SUPERVISOR

GENERAL FUNCTION

Under direction, to maintain and repair District water and wastewater pumps, lift stations, equipment and water quality systems; perform a variety of skilled electrical, electronic and mechanical installations. Supervise and hire regular and temporary staff and provide direction to staff in the operation and repair of water treatment and wastewater treatment systems.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to:

- Maintain water and wastewater pumping systems using both manual and SCADA (Supervisory Control and Data Acquisition) control systems.
- Supervise employees engaged in installing, maintaining, repairing, and testing electric motors, control panels and electronic circuitry for water and wastewater equipment.
- Monitor pumping systems to ensure efficient operation of wells, pumps and motors.
- Collect and maintain well water level data for internal trending.
- Plan, schedule, assign and supervise the service, repair and maintenance of water and wastewater pumping equipment and motors.
- Maintain shop and parts inventory for pumping and control systems.
- Troubleshoot and repair electrical control circuits, electrical instrumentation and computer control system software.
- Analyze and determine proper corrective action to resolve low and high voltage electrical problems.
- Install new or expand existing electrical control systems.
- Maintain preventive maintenance service schedules and inventory records for pumping and electrical control systems.
- Evaluate failures for probable cause and provide preventative and corrective measures.
- Inspect facilities and equipment for safety compliance.
- Consult with supervisor, crew, staff and contractor/vendors as necessary.
- Perform administrative tasks, such as, ordering and purchasing supplies, data entry, budget tracking and project scheduling. Conducts performance appraisals.
- Respond to emergency service calls outside of normal working hours including evenings, weekends and holidays.
- Provide direction and technical advice on the installation, expansion and upgrades to existing electrical control systems.

OTHER FUNCTIONS

Other tasks related to this position may include: Training district personnel in operation, maintenance and monitoring of equipment/systems, participate in meetings to represent the District's interest involving pumping systems/equipment, update drawings and maintain records of all pumping systems.

MINIMUM QUALIFICATIONS

Education: Equivalent to the completion of the twelfth grade, and

Experience: Minimum 2 years experience maintaining water and wastewater pumping systems and lift station controls, and

Minimum four years experience as a journey level electrician.

KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of the principles and practices involved in the installation, diagnosis, maintenance, repair and operation of a variety of equipment, motors and networks common to water quality, wastewater and water distribution systems. Skill and ability to maintain and repair chemical feed systems. Skill and ability to operate hand, power tools and equipment. Advanced knowledge of the methods, equipment and materials used in skilled electrical, electronic and mechanical maintenance work. Knowledge and ability to work in accordance with Cal OSHA, National Electrical Code, and the California Electrical Code. Knowledge and ability to design and implement Preventative Maintenance Programs. Knowledge of and ability to work in compliance with health and safety regulations, applicable codes, ordinances and regulations. Ability to keep records, prioritize work tasks and meet deadlines. Ability to analyze problems, listen, communicate, and provide technical information to District staff. Ability to act as liaison between the District and the public in the event of emergencies in regards to pumping and water systems. Ability to complete continued training in this field of expertise and to obtain additional certification as may be required to meet State of California regulations. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification. Persons in this classification must be able to use a respirator in the performance of their work. In accordance with CAL OSHA respirator regulations, Title 8, 5144 (c) (g) (l) (A) (l.), incumbent shall not wear beards or long sideburns that impede the effectiveness of the respirator. May be required to work unusual hours, weekends and holidays.

REPORTS TO: Maintenance Superintendent

SUPERVISES: Water Utilities Maintenance Technician