

3185
3186(NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

12/20/10
Revised

CLASSIFICATION SPECIFICATION

**TITLE: WASTEWATER MAINTENANCE SCHEDULER
WASTEWATER MAINTENANCE SCHEDULER (NON-CLASSIFIED)**

DEFINITION

Under general supervision, to plan, schedule, coordinate and monitor the installation, maintenance and repair of heavy industrial/plant mechanical, electrical and supervisory control and data acquisition (SCADA) equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Wastewater Electrical/Mechanical Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Wastewater Operations Manager. May exercise general supervision over maintenance, technical and administrative support staff as assigned.

EXAMPLES OF DUTIES

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

- Plan, schedule, coordinate and monitor major projects and routine plant maintenance and repair activities using a computerized maintenance management system.
- Develop and implement a cost efficient long-range plant maintenance program.
- Maintain databases for maintenance history, work orders, logs, management information systems, equipment records and facilities inventory.
- Submit purchase requisitions for supplies, materials and equipment needed to perform assigned tasks.
- Submit purchase requisitions for supplies, materials and equipment needed for the supervisory control and data acquisition (SCADA) system.
- Maintain computerized and manual records of plant maintenance activities; prepare reports of efficiency, cost, time, supplies and materials used, and work accomplished.
- Assist in budget preparation and administration; assist in making cost estimates.
- Coordinate sewer system maintenance activities with City departments, divisions, sections and outside agencies.
- Inspect the work of personnel and crews engaged in plant maintenance and repairs; assist in the inspection of existing and newly constructed sewer facilities.
- Schedule and coordinate repairs and upgrades to the SCADA equipment.

QUALIFICATIONS

Knowledge of:

- Methods, materials, tools, and equipment used in the installation, maintenance and repair of heavy plant and lift station equipment, including pumps, motors, controllers, variable speed and chain drivers, analyzers, and instruments.
- General methods of electrical, carpentry, plumbing and pipefitting repairs, and building maintenance and repair.
- Occupational hazards and standard safety precautions necessary in the work.
- Practices, procedures, tools and equipment of machine and welding shops.
- Principles and practices of supervision, training, record keeping, and parts and materials ordering and inventory.
- Municipal wastewater collection and treatment systems.
- Use and operation of microcomputers including computerized maintenance scheduling systems, report generation and interpretation.

Ability to:

- Understand and carry out oral and written instructions.
- Lay out, assign and review work of subordinates.
- Modify routine maintenance methods and practices to handle unusual problems.
- Work from sketches, blueprints and manufacturers' diagrams.
- Use and care for hand and power tools, machines and equipment of the mechanical trades.
- Operate a variety of computer software including a computerized maintenance management system; identify and correct problems; participate in the identification and implementation of system upgrades; work with hardware and software suppliers on maintenance of system.
- Maintain a variety of detailed records; maintain accurate and complete records.

Education and Experience:

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

Education: Equivalent to the completion of the twelfth grade. The completion of supervisory, computer-related and/or electrical/instrumentation course work is highly desirable.

Experience: Four years of experience in the installation, repair, and maintenance or in the planning, scheduling, coordinating or monitoring of heavy industrial/mechanical/electrical equipment such as pumps, motors variable speed drives, supervisory control and data acquisition (SCADA) equipment, and other related equipment.

A bachelor's degree or completion of an accredited Millwright apprenticeship program may substitute for one year of experience. Any experience at a wastewater treatment facility is highly desirable.

Experience with computers and computer software including word processing, spreadsheet, database, and computerized maintenance management systems is highly desirable

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

Possession of an active Grade IV Electrical Certificate issued by the California Water Environment Association (CWEA) is highly desirable.

Possession of an active Grade IV Plant Maintenance/Mechanical Certificate issued by the California Water Environment Association (CWEA) is highly desirable.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Wastewater Maintenance Scheduler

TO: Wastewater Electrical Supervisor

Wastewater Mechanical Supervisor