

5505
5506(NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

1/19/2010
Revised

CLASSIFICATION SPECIFICATION

TITLE: WASTEWATER MECHANICAL SUPERVISOR
WASTEWATER MECHANICAL SUPERVISOR (NON-CLASSIFIED)

DEFINITION

Under general direction, to supervise and participate in the inspection, repair, maintenance, testing and installation of the mechanical equipment for the wastewater treatment plant; 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 Maintenance Manager

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Wastewater Maintenance Manager. Exercises both general and direct supervision over maintenance, mechanical and administrative support staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Plan, schedule, assign, supervise and participate in the installation, maintenance and repair of all mechanical equipment controlled by the wastewater division.
- Utilize a computerized maintenance management system (Datastreams MP2) to monitor and improve the productivity of assigned personnel.
- Review and screen work requests for completeness, accuracy and necessity.
- Perform detailed job preparation which includes job scope, step-by-step procedures, man-hour estimates, skills and materials required and safety concerns/procedures.
- Inspect the work of personnel and crews engaged in plant maintenance and repairs; assist in the inspection of existing and newly constructed sewer facilities.
- Supervise and participate in troubleshooting and repairing defects within the mechanical equipment.
- Operate a variety of mechanical equipment.
- Maintain records of mechanical maintenance, repair and inspection activities.
- Order and maintain inventory of mechanical equipment, materials and parts. Provide input for budget development.
- Participate in mechanical management activities, such as inspection of equipment and attending meetings.
- Supervise, train and evaluate subordinates.
- Insure that assigned personnel adhere to all safety regulations.

QUALIFICATIONS

Knowledge of:

- Practices, procedures, tools and equipment used in the maintenance and repair of mechanical equipment.
- Practices, procedures, tools and equipment of machine and welding shops.
- Modern developments, current literature, and sources of information regarding maintenance repair.
- Principles and practices of supervision and training.
- Occupational hazards and standard safety precautions necessary in the work.
- Use and operation of microcomputers including computerized maintenance scheduling systems, report generation and interpretation.

Ability to:

- Layout, assign and review work of subordinates.
- Communicate clearly and concisely in written and verbal form.
- Understand and carry out oral and written instructions.
- Maintain effective working relationships with other personnel including operators, vendors, contractors, subordinates, peers and superiors.
- Modify routine maintenance methods and practices to handle unusual problems.
- Work independently and make decisions relative to mechanical maintenance and work methods.
- Troubleshoot, locate and repair or correct defects within various machinery.
- Use and care for hand and hand power tools and diagnostic and test equipment.
- Supervise and train subordinates.
- Work overtime as required.
- Wear a self-contained breathing apparatus.

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: High school graduation or satisfactory equivalent. The completion of supervisory and/or computer-related course work is highly desirable.

Experience: At least four years experience in mechanical maintenance, with at least two of those years in a supervisory capacity. Experience with micro-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 an appropriate, valid class “C” California Motor Vehicle Operator’s License.
- Possession of, or ability to obtain by the end of the probationary period (12 months), an appropriate, valid class “B” California Motor Vehicle Operator’s License.
- Possession of, or ability to obtain by the end of the probationary period (12 months), a Grade III Maintenance Technician Certificate issued by the California Water Environment Association.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Wastewater Mechanical Supervisor

TO: Wastewater Maintenance Manager