

Humboldt Bay Municipal Water District

ASSISTANT MAINTENANCE and ELECTRICAL SUPERVISOR - M6

Position Description

GENERAL PURPOSE

Under general supervision, directly assist and support the Maintenance and Electrical Supervisor, and participate in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, electronic, and other facilities. May coordinate and oversee the work of contract construction and maintenance employees. Coordinates and facilitates the District Safety program and Regulatory Safety Compliance program. Performs other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

1. Directly assist and support the Maintenance and Electrical Supervisor and participate in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, and electronic facilities and related appurtenances.
2. Assists Maintenance and Electrical Supervisor in identifying and planning capital, maintenance, and repair projects. Prepares cost estimates and specifications. Provides input to the budget process.
3. In the absence of Maintenance and Electrical Supervisor, provides field supervision and participates in capital, maintenance, and repair projects. Determines personnel and materials requirements; receives work orders; makes decisions on personnel and priorities; prepares requisitions for materials; develops CAD plans and sketches, cost estimates, specifications, and work schedules. Assists in the coordination of construction, maintenance, and electrical work performed by outside contractors as needed.
4. Under direction of Maintenance and Electrical Supervisor, facilitates work safety programs, such as:
 - a. Schedule and coordinate monthly safety meetings and prepare literature and visual aids. Document and keep records as required.
 - b. Coordinate and take minutes for quarterly safety committee meeting. Prepare and distribute minutes and agendas.
 - c. On an ongoing as required basis - develop methods to assure safety compliance with regulatory agencies.
 - d. Coordinates and facilitates the District Safety program and regulatory safety compliance program. Implements comprehensive work safety program such as:
 - i. reads and understands safety rules and regulations;
 - ii. develops safety program in compliance with safety rules and regulations;
 - iii. conducts employee safety training;

- iv. conducts inspections for hazards, conducts accident investigations, and prepares incident reports.
 - e. Conducts periodic inspections of District equipment and facilities. Also inspects for fire, safety, and health hazards.
- 5. Plans and facilitates in-service training programs and record keeping.
- 6. Assist Maintenance and Electrical Supervisor with inventory management duties.
- 7. Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.
- 8. Prepares various reports as directed; assists in departmental record keeping activities.
- 9. Performs supervisory functions as needed.
- 10. May perform duties of Operations and Maintenance Technician
- 11. May provide full back-up and perform duties of the Maintenance and Electrical Supervisor.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1. Repair and maintenance of water pumping, treatment and distribution systems, and hydro-electric plant.
- 2. Procedures, materials, equipment and tools used in maintenance and construction of water system facilities, electrical/electronic systems, hydroelectric facilities, and in particular: industrial motors, engines, pumps, compressors, hydraulic systems, valves, gas and diesel engines, and buildings.
- 3. Regulations relating to water treatment and distribution. Electrical codes and industrial safety orders.
- 4. Principles and methods of procurement and storage of construction, electrical, electronic, and water treatment equipment, tools, supplies, and materials.
- 5. Fabrication of equipment, basic shop trades practices, and welding.
- 6. Preventative maintenance programs.
- 7. Interpreting repair manuals, schematic diagrams, and blueprints.
- 8. Operation of a variety of vehicles and power-driven equipment.
- 9. Cost estimation to repair, alter, and maintain facilities, and prepare accurate budget estimates.
- 10. Rules and regulations pertaining to handling and storage of hazardous and toxic materials.
- 11. Safety program and safe work practices.
- 12. Supervision and staff training.
- 13. Operation of computers, and other office equipment, using both standard and specialized application software.
- 14. Familiar with CAD software and use.
- 15. Develop cooperative working relationships. Use teamwork to solve practical problems and coordinate work among a small, close-knit workforce.

TRAINING AND EXPERIENCE

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

1. High school diploma or GED
2. Community College, technical or other course work relevant for this position are beneficial. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
3. Three -to-five years of increasingly responsible experience in the construction and maintenance field, preferably involving water treatment and distribution systems equipment and facilities.
4. Grade II Treatment and Grade IV Distribution certificates (or ability to obtain one within specific timeframe).

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. (Class A, Combination vehicle, with Haz-Mat endorsement) If an employee does not initially possess this license, the District will allow a period of time for them to obtain the required license. Employees must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. Employees will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an employee does not initially possess this certification, the District will allow a period of time for them to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)
3. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and other similar incidents.
4. In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble, beard growth, beard, mustache, or sideburns).
5. Must be able to participate in confined space operations.
6. Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an employee does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Employees must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
7. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening also paid for by the District. The medical examination and drug screening are intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

1. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear/discern normal versus abnormal noises/sounds
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
2. Sit for extended periods of time
3. Operate a desktop computer
4. Operate motor vehicles and other equipment
5. Operate a variety of hand and electric tools
6. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and manual dexterity
7. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting and pushing or pulling motions
8. Wear a respirator and other personal protective equipment
9. Understand and carry out oral and written directions
10. Communicate well with others, verbally and in writing
11. Work cooperatively and get along well with other people