

# SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

## CLASSIFICATION STATEMENT

**TITLE:** Chief Maintenance Mechanic

**DIVISION:** Operations / Maintenance

**SALARY RANGE:** Exempt / Non-Represented  
50  
\$57.35 - \$73.20 Hour  
\$9,940 - \$12,688 Monthly

**DEFINITION:**

The Chief Maintenance Mechanic (CMM) is responsible for making key recommendations to SOCWA management for the planning, improvement and review of SOCWA's approach to maintenance and implementing the recommended program(s). SOCWA facilities are approaching 66% depreciation and much of its operating equipment is beyond recommended useful life. Through coordinated assessment and repair, much of the mechanical infrastructure is still in use. The Chief Maintenance Mechanic will play a vital role in coordination with Operations, Support Systems (Electrical and SCADA), and Engineering Departments in determining condition and assessing opportunities for repair, replacement and standardization of mechanical assets and implementing recommendations.

In addition, the primary role of the Chief Maintenance Mechanic will include the oversight of the maintenance of all SOCWA wastewater facilities. The Chief Maintenance Mechanic directs, manages, schedules, documents, supervises and coordinates the activities of the Maintenance Division within the Operations/Maintenance Department, including full technical responsibility for all mechanical aspects of the wastewater treatment plants. Also, this position manages, plans and reviews all maintenance activities to ensure compliance with all federal, state and local laws and regulations, regulatory requirements including safety, water, land and air issues. This position requires a high level of skill in coordination of activities as the Chief Maintenance Mechanic will coordinate, schedule and assigned activities with other Department Divisions, Contractors, Vendors and outside agencies. This position provides highly responsible and complex administrative support to the Director of Operations. Knowledge and experience in water and wastewater treatment is desired, but not mandatory.

**CLASS CHARACTERISTICS:**

This position reports directly to the Director of Operations.

**SUPERVISION EXERCISED:**

Daily supervision of the Maintenance staff for all three wastewater treatment plants

**EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES:** *The following are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Plan, organize and direct maintenance and repair of wastewater treatment plant facilities and equipment; ensure the treatment plant facilities are in good operating condition and available for use at all times.
- Plan, organize and direct the activities of the maintenance department staff; establish staffing levels, training, performance criteria and production requirements; interview candidates and

recommend qualified personnel for hire; evaluate staff performance, apply Agency personnel, purchasing and administrative policies to department operations.

- Supervise inspection, service, test, check and maintain pumps, motors, structures, tanks and related mechanical equipment, motor controls, instruments and engine generators.
- Recognize abnormal operating equipment, use troubleshooting skills to diagnose and analyze problems and exercise independent judgment to repair or direct others in performing adequate and accurate repairs. Establish good relationship with outside contractors.
- Perform routine checks of work in progress such as equipment services, lubrications, painting and routine cleaning of equipment and vehicles.
- Assist in providing plant personnel a safe and harassment free work place. Supervise maintenance safety meetings, write maintenance related procedures.
- Contact vendors/contractors for specialized parts, materials and services.
- Work efficiently and effectively with all other departments to achieve the most economical and satisfactory resolution to operational concerns.
- Plan and prepare department operational and capital budget requests; administer approved budget allocations; control the expenditure of approved budget allocations to assure the efficient and effective use of available resources.
- Safely, effectively and efficiently operate and train others to operate agency gas and diesel-powered vehicles to include pick-up trucks, dump truck, forklift, tractor-trailer units and various types of portable equipment.
- Perform all other related duties as assigned and/or directed.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

- Demonstrated Five (5) years' experience in the maintenance, repair, rebuild and service of mechanical equipment, pumping systems, generators, valves, tanks, structures, vehicles, and piping systems found in a wastewater treatment plant or equivalent essential services.
- Three (3) of the five (5) years to be in a supervisory position with increasing responsibilities, including mentoring and training mechanical maintenance staff.
- Thorough knowledge of the safe and proper operation of various gas and diesel-powered vehicles to include pickup trucks, forklift and tractor-trailer units, various types of hand and power tools such as electric cutting and welding equipment, precision measuring devices, test meters, and gauges; advanced technical methods and practices of troubleshooting, diagnosing, and repairing equipment malfunctions.
- Three (3) years' experience with oversight, planning, scheduling, reviewing and processing work orders in an electronic work order system.
- Three (3) years' experience with management and oversight of budgets. Preferably in a government agency or equivalent setting.

#### **OTHER SPECIAL REQUIREMENTS:**

- Graduation from high school or an acceptable equivalent.
- Graduation from a college or university with an associate of science and/or arts degree. A baccalaureate degree or equivalent is desirable.
- Ability to use PC and Microsoft Office including Power point, Excel and Word.
- Familiarity with Computerized Maintenance Management Systems.
- Must possess a valid California Class C, driver's license in good standing.
- Current safety training certificates desired; Confined space entry and rescue, Hazwoper and/or 40-hour OSHA.
- Grade IV CWEA Mechanical Certification or equivalent experience desired
- Certifications in welding, pipe fitting, and/or engine generator maintenance preferred.
- California Class A Driver's license preferred.

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

### **Language Ability and Interpersonal Communication:**

- Ability to analyze and categorize data and information to determine the relationship of data with reference to established criteria/standards. Ability to compare, count, differentiate, measure assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
- Ability to communicate effectively orally and in writing with Agency personnel.

### **Mathematical Ability:**

- Ability to calculate percentages, fractions, decimals and ratios.

### **Judgment and Situational Reasoning Ability:**

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

### **Physical Requirements:**

- Must be able to pass Agency's pre-employment physical examination.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as assembling equipment.
- Ability to exert effort in strenuous physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to lift and move 50 pounds or more.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.
- Ability to withstand exposure to inclement weather conditions, working in wet and/or odorous areas.
- Ability to be subject to 24-hour on-call, variable working hours, overtime, weekends and holidays. May be required to perform stand-by duties and respond to plant emergencies.

### **Environmental Adaptability:**

Some tasks may risk exposure to temperature variations, sewage, toxic agents/chemicals, noise, machinery, vibrations, electrical currents, wetness and dust.

**SOCWA is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.**