

**VICTOR VALLEY WASTEWATER  
RECLAMATION AUTHORITY  
JOB DESCRIPTION**

**Effective Date: 06/03/08**

**TITLE: MAINTENANCE SUPERVISOR**

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Provide supervision and direction to maintenance personnel in the installation, maintenance, and repair of machinery, equipment, and infrastructure in wastewater treatment facilities to ensure proper operation and compliance with discharge requirements, for the Victor Valley Wastewater Reclamation Authority (VWRA). Will also serve as a member of the Employee Safety Committee. Reports to Operations Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Write routine reports and correspondence.
3. Establish employee objectives, evaluate employee performance and make recommendations for employee development.
4. Supervise and coordinate daily activities of wastewater facilities maintenance.
5. Requisition new parts and instruments as required for maintenance activities.
6. Inspect and test new and repaired equipment, and instruments, to verify adherence to standard maintenance procedures.
7. Review operating costs and maintenance statistics; make and approve recommendations to increase efficiency, reduce costs and improve processes.
8. Schedule maintenance work to be performed and assign personnel as appropriate.
9. Assist mechanical technologists in repair of equipment and instruments.
10. Analyze and resolve work problems, or assist employees in solving work problems.
11. Ensure proper preventive maintenance plans are in place and that adequate maintenance records are kept.
12. Train personnel in proper operational, safety, and hazardous material procedures.
13. Interpret company policies to workers and enforce safety regulations.
14. Review and approve time sheets and leave requests for maintenance personnel.
15. Make budget recommendations to Operations Manager and oversee management of discretionary maintenance funds.
16. Coordinate with Operations Supervisor on the activities of both departments.
17. Assist in developing and overseeing training programs.
18. Learn and maintain proficiency in computer hardware and software utilized by VWRA.
19. Maintain a clean and safe work area and adhere to all safety requirements.
20. Maintain grooming standards to properly fit SCBA.
21. Communicate effectively and establish and maintain effective working relationships with others.

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**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Laws, rules and regulations controlling maintenance of treatment facilities.  
Budgeting, operating costs, and general supervision.  
Use and operate Self Contained Breathing Apparatus (SCBA).

**Ability to:**

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.  
Supervise and coordinate daily activities of plant and laboratory operations.  
Communicate effectively orally and in writing.  
Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.  
Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.  
Skill with PC-based computer systems and word processing, accounting and spreadsheets.  
Frequently stand, walk, climb or balance, stoop, kneel, crouch, or crawl to operate equipment located in tight quarters and participate in confined space entry and exit procedures, including rescues.  
Use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms.  
Talk, hear, see and smell.  
Frequently use a computer for extended periods of time.  
Willing and able to carry cell phone/radio at all times while on duty.  
Employee is expected to work whatever hours necessary to accomplish the responsibilities and the duties of the job. Notwithstanding the foregoing, Employee is required to work whatever hours necessary to accomplish the responsibilities and the duties of the job and, accordingly, is required to be available on call, 24 hours a day, 7 days a week, and a VVWRA-owned vehicle will be assigned to Employee for use in performing the services and otherwise pursuant to the VVWRA Vehicle Usage Policy.

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

**Education/Experience:**

A Bachelor's degree in Mechanical Technology or related field is preferred; ability to obtain a Grade I Plant Maintenance certificate issued by the California Water Environment Association within one year of hire, <http://www.cwea.org>; a valid State of California Class C driver's license is required. Also required is a minimum of five years supervisory experience in the operation of wastewater treatment facility of similar size and technology. Skill in at least one trade, required. Experience may be substituted for the educational requirements.

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**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is typically accomplished near moving mechanical equipment indoors and outside in varied weather conditions; employee may be frequently exposed to fumes or airborne particles; occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration; work in high locations; work in confined spaces; and often work in a high noise environment

**Physical:** Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 70 pounds;. operate assigned equipment and vehicles including SCBA.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.