



## Systems Maintenance Supervisor

### DEFINITION

Under general direction of the Facilities Maintenance Manager, supervises emergency and preventive maintenance activities including the repair and installation of equipment and materials used in the production, treatment, and distribution of water; utilizes a computerized maintenance and inventory enterprise asset management (EAM) system for scheduling and tracking work order costs and parts inventory associated with planned (preventative) and unplanned (corrective) maintenance and repair activities; provides input on the maintenance aspects of various planned facility construction or modification projects; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Systems Maintenance Supervisor** is a single-position first-line supervisory classification. Under general direction, within a framework of overall goals and objectives, the incumbent coordinates and directs such tasks as the installation, repair, and maintenance of various mechanical, electrical, and instrumentation and control (I&C) equipment including supervisory control and data acquisition (SCADA) and programmable logic control (PLC) software and hardware.

This classification is distinguished from the Facilities Maintenance Manager in that the latter is a division manager classification with responsibility for District buildings, grounds, vehicles, and equipment fleet in addition to the maintenance of water supply, water treatment, pumping, and storage and distribution facilities.

### TYPICAL DUTIES

#### TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversees, plans, and schedules maintenance work based on priority, workload demand, skill sets, and available parts; monitors work locations for workmanship, work efficiency, safety, and completeness.
- Oversees and coordinates activities between operations and maintenance personnel and with other District staff, contractors, vendors, and other agencies, as required.
- Oversees and coordinates equipment removal and installation and power outages with District staff during work on repairs, modifications, and new installations to existing District facilities.
- Works with District staff to develop and recommend changes to mechanical, electrical, and instrumentation preventive and corrective maintenance.
- Develops technical specifications and job scopes for outside services; creates blanket PO's, monitors PO spending, oversees contract services, and prepares staff reports.

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- Identifies and recommends training needs, equipment specifications, and material standards to help maintain consistent maintenance practices throughout the District.
- Participates on various District committees and provides input on maintenance aspects of various planned facility construction upgrades or modifications being considered; maintains liaison with staff engineers regarding work projects with maintenance implications; evaluates the type of access and safety measures needed for performing maintenance and repair activities.
- Receives and reviews work orders for approval; oversees and schedules work and work assignments to appropriate field employees, District staff, or contract services.
- Makes field visits to check on work in progress; ensures employees are following safe work practices; authorizes additional resources, if necessary, to complete needed work.
- Administers the work of contractors hired to provide services on a contractual basis for both skilled or semi-skilled trades and crafts work.
- Oversees and utilizes EAM computer software to record time spent on various work projects; inputs work order information, closes out work orders when projects are completed, and prepares various reports on work activities.
- Oversees spare parts inventory at several branch locations for facilities maintenance to keep equipment, supplies, and materials stocked at recommended inventory levels.
- Supports Engineering Department capital projects program by coordinating and allocating resources to engineering project managers; attends meetings, reviews plans/specs, and provides contractors with District staff to complete.
- Advises Facility Maintenance Manager of critical, continuing, and foreseeable maintenance issues.
- Participates in the development and implementation of Standard Operating Procedures (SOP's) to ensure safe work practices and guidelines for various safety programs; takes a key role in the development and creation of operations/maintenance SOP's and monitors compliance.
- Prepares the annual budget request for the work unit; estimates staffing and capital project equipment and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves requisitions for purchase of materials or supplies.
- Participates in the interviewing and hiring of new staff; plans, organizes, prioritizes, assigns, and reviews work, approves time off, regularly monitors employee performance, prepares employee performance evaluations, and provides coaching for performance improvement and employee development; interprets District policies and procedures to employees and administers day-to-day aspects of labor agreements with employee organizations.

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- Responds to and resolves internal and external customer complaints regarding District facility maintenance issues; keeps the Facility Maintenance Manager informed of matters involving customers and the general public.
- Performs other related work as required.

### **REQUIREMENTS**

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

#### **Education and Experience:**

Possession of a high school diploma or its equivalent, supplemented by trade or technical school training in the mechanical, instrumentation or electrical trades; and four (4) years of journey-level experience in mechanical, electrical, and instrumentation and control (I&C) repair and maintenance work, including one (1) year of lead experience OR completion of the District's Leadership Skills Training Program. Supervisory experience desired.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.

#### **Knowledge, Skills, and Abilities:**

Knowledge of: Facility maintenance principles and practices; general engineering principles applicable to facilities maintenance work; PLC and SCADA software and hardware; electrical and mechanical maintenance methods and techniques; applicable OSHA and environmental laws and regulations affecting workplace safety; the handling and disposal of hazardous materials; and modern supervisory principles and practices; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: effectively utilize EAM computer software for managing work orders and parts inventory; organize, prioritize, assign, and review work projects; read and interpret construction drawings, technical manuals, and electrical and mechanical drawings; plan, assign, and supervise the work of subordinate staff; maintain detailed and accurate records; prepare clear and concise written reports; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Additional Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record.
- Must obtain a Distribution Operator (D2) certification and/or Treatment Operator (T2) certification from the State of California within twelve (12) months of appointment.
- Ability to respond to after-hours emergencies and be required to work unusual or long hours, weekends, and holidays as necessary.

**Working Conditions/Physical Requirements:**

On a periodic basis, sit at a desk for periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; use telephone, 2-way radio, and computer keyboard on a daily basis. Work with and around hazardous chemicals; around electrical or mechanical equipment and be outdoors in a variety of climatic conditions. Physically capable of crawling into confined spaces, responding to chemical spills, or climbing ladders/stairs to reach high places wearing respiratory protection equipment, including SCBA's.

The essential functions of these classifications require driving due to the need for frequent travel to water treatment plants, pump stations, reservoirs, field sites, meetings, and/or other agency facilities; transportation of time-sensitive/confidential materials, equipment, or water samples; and/or the ability to respond to emergencies, and service disruptions. Alternative transportation is not suitable due to security concerns, logistical challenges, and critical response time requirements.

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Approved:   
Human Resources/Risk Manager