
Mt. View Sanitary District

Policies and Procedures Manual

POLICY TITLE: Maintenance and SSMP Coordinator

POLICY NUMBER: 2440

JUNE 2015

FLSA: EXEMPT

MAINTENANCE AND SSMP COORDINATOR

DEFINITION

Under administrative direction, plans, organizes, coordinates, schedules, and provides administrative direction and oversight for all District maintenance functions and activities; plans, manages, and coordinates the installation, maintenance, and repair of wastewater facilities including the treatment plant, underground collection lines, and pumping stations; administers the District's Sanitary Sewer Management Plan; oversees the District's Fats, Oil, and Grease Program and Overflow Emergency Response Plan; ensures that District operations functions meet all applicable laws, regulations and District policies; provides expert professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the District Manager. Direct and general supervision is provided to Operations and Maintenance staff while on-call.

CLASS CHARACTERISTICS

This single-position class oversees, directs, coordinates, and schedules all activities of the District's maintenance function, including day-to-day maintenance and repair short- and long-range maintenance planning and budgeting and is responsible for collection management programs. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as knowledge of departmental and District activities. The work also requires the interpretation and application of policies, procedures, regulations, and frequent contact with the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversees the development and update of the District's Sanitary Sewer Maintenance Plan; oversees and administers related programs including the District's Fats, Oil, and Grease Program and Overflow Emergency Response Plan.
- Plans, prioritizes, and schedules routine and non-routine corrective, preventive, and predictive maintenance work based on demand, workload, and available parts and materials; makes recommendations on system improvements.
- Receives unplanned requests for non-emergency maintenance work; visits job sites and determines the nature of the problem or repair request; selects and describes the most efficient and optimal way to perform the job; identifies, recommends, and sequences the job by specific and logical tasks or steps; determines resource requirements; promotes energy conservation practices.
- Contributes to the overall quality of the District's service by developing, reviewing and implementing policies and procedures to meet legal requirements and District needs.
- Coordinates activities of staff and the department with those of other District departments and outside agencies.
- Works closely with the Wastewater Operations Supervisor to coordinate planned activities.
- Organizes, plans, and assists in scheduling all necessary resources to accomplish maintenance activities; releases job for scheduling when required resources are available.
- Ensures the integrity and update of the CMMS database; ensures orderly and timely transition of work orders from request stage to "schedule ready" backlog; ensures accurate and up-to-date numbering of all equipment; maintains equipment history; analyzes backlog and ensures all planned work is prioritized and backlog relief measures exist.
- Develops preventative maintenance program for all equipment in coordination with maintenance management; participates in reviewing history trends and makes recommendations for improvements.
- Assists in determining corrective measures needed to improve accuracy of estimating and improving methods of work processes.
- Conducts field inspections and condition assessments of District assets; evaluates the condition of assets; creates and issues work order and supporting documentation; compiles field data and develop inspection reports.
- Participates in budget preparation, analysis, and monitoring; provides data to support annual budget and staffing requirements.
- Assists in periodically analyzing costs and recommending cost reduction measures; assists management in periodic analysis of cost trends with recommendations for continual improvements.
- Plans major shutdowns of equipment and/or facilities in coordination with maintenance and operation staff and management.
- Confers with and represents the department and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Participates in Sanitary Sewer Overflow (SSO) responses; investigates and reports on SSO's; trains field crews on SSO response.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect operations; and implements policy and procedural changes as required.
- Provides technical advice to the District's management and the Board of Directors in District operations and maintenance matters.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and equipment related to planning and scheduling the maintenance of treatment and collection systems, infrastructure, and facilities.
- Principles, practices, equipment, materials, and tools used for assigned maintenance and repair programs and projects, including developing a preventative maintenance program.
- Principles and practices of maintaining and ensuring the data integrity of a CMMS database.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Computer applications related to the work.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, prioritize, and schedule routine and non-routine corrective, preventive, and predictive maintenance work based on demand, workload, and available parts and materials.
- Perform a variety of specialized work assignments requiring knowledge of plant and related facilities, systems, and equipment.
- Oversees, analyze, and utilize relevant database systems.
- Provide recommendations and training on methods to perform maintenance jobs effectively.
- Read, interpret, and work from sketches, blueprints, schematic diagrams, and equipment manuals.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Prepare clear and concise technical reports and documentation.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work in a team environment as a contributing team member.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of experience in maintenance and operations of wastewater collection systems and facilities, including two years of supervisory or administrative experience.

Licenses and Certifications:

- Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as condition of employment.
- Possession of a valid California class B driver's license within three months of appointment.
- Possession of a valid of a Grade III Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.

PHYSICAL DEMANDS

Must possess mobility to work in a wastewater treatment plant and related facilities; strength, stamina, and mobility to perform inspection work, to work in confined spaces, around machines, and to climb and descend ladders; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves fieldwork requiring walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment, in the field, and in and around wastewater utilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to respond to emergencies on evenings, weekends, and holidays.