



## CLASSIFICATION SPECIFICATION

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### FACILITIES MAINTENANCE LEAD

#### DEFINITION:

Under general direction, perform a variety of skilled work related to the activities of the operations of the District, including the operations and maintenance of valves, pump, wells, booster stations, reservoirs, and related equipment; oversees building and facilities maintenance, and procurement functions.

#### DISTINGUISHING CHARACTERISTICS:

This is a journey level class for the performance of skilled operations and maintenance work. Incumbents perform the full range of duties under general supervision within established guidelines.

#### SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Water Production and Maintenance Foreperson. May exercises close to general supervision over field production staff members.

#### ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Participates in the operation, maintenance, and repair of the District's operations facilities.
- Performs journey level skilled and semi-skilled construction and maintenance work relative to the installation, maintenance, and repair of water facilities and equipment.
- Performs carpentry, pipefitting, valve repair, and cement work; operates power-driven equipment and uses a variety of hand tools.
- Works with contractors regarding work to be performed.
- Maintains, installs, inspects, modifies and replaces electrical systems and equipment including lighting systems, engines, pumps, and other high voltage power and utility related systems.
- Investigates complaints and reports of mechanical or electrical malfunctions.
- Adjusts, repairs, replaces or removes defective equipment.
- Makes field repairs, calibrations and adjustments to equipment
- Develops a schedule for and performs regular inspections and preventative maintenance of equipment and machinery.
- Troubleshoots electrical and mechanical problems and determines the extent of repairs
- Makes repairs as appropriate.
- Performs electric, Arc, and oxy-acetylene welding in the fabricating and repair of equipment, structures, pipe, tools, and other related parts.

- Designs, lays out, and fabricates equipment parts, rebuilds broken equipment and parts as necessary.
- Operates wells and boosters and checks for motor shut down safety; adjusts flow as directed.
- Performs preventive maintenance on water facilities, equipment, and machinery.
- Operates heavy equipment including tractors and cranes.
- Assists other personnel in the performance of emergency duties as necessary.
- Maintains accurate records and logs, orders supplies, parts, and materials. May provide lead supervision and train less experience personnel as necessary.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Combination of office and field environment.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds; stoop, kneel, crouch, crawl, and climb during plant maintenance and repair work.
- Work in an environment with exposure to dust, dirt, hazardous materials, and significant temperature changes between cold and heat; stand and walk for extended time periods.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

**QUALIFICATIONS:** *The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and/or experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent and three (3) years of increasingly responsible experience in water production including the repair, maintenance, adjustment and operation of pumps, wells, reservoirs and electrical and automatic control systems, experience in a supervisory capacity or a lead capacity is highly desirable.

#### **License/Certificate:**

Possession of a valid Class C California driver's license and satisfactory driving record.

Possession of a Grade II Water Treatment certificate issued by the California State Water Resources Control Board.

Possession of a Grade II Water Distribution certificate issued by the California State Water Resources Control Board.

Possession of a CPR/First Aid Certification or ability to obtain within one (1) year of appointment date.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

- Materials and equipment used in water system production, maintenance, and repair.
- Equipment, materials, and tool used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers, and other control equipment.
- Equipment inspection, maintenance and repair.
- Water treatment and water sampling techniques.
- Laws, regulations, and ordinances applicable to water distribution systems and safe work practices related to water production and maintenance work.
- District policies and procedures regarding customer service and relations.
- Mathematical principles related to the computation of flows and volumes in water storage and distribution systems.
- Principles of work safety, employee training and supervision.
- Principles of employee supervision including training, development and performance evaluation.
- Principles of budget administration.
- Methods of collecting and preserving domestic water samples.

**Ability to:**

- Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Troubleshoot a variety of complex mechanical maintenance problems.
- Apply principles of logic to define and solve complex problems.
- Accurately determine project materials needs and recommend purchases
- Independently perform the most difficult maintenance and repair duties in the area of work assigned
- Recognize priorities and organize work.
- Interpret and apply laws, codes, regulations, policies and procedures.
- Read and interpret plans, specifications, and drawings.
- Maintain accurate records.
- Prepare clear and concise oral and written reports.
- Understand and follow oral and written directions.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle and heavy equipment when required in the course of performing work duties.

- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working environment and fosters a positive and harmonious working relationship with community organizations, District staff and Board, and the general public.
- Operate a computer and related software at an intermediate level.

**STATUS:** Non-Exempt

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