



San Juan Water District
9935 Auburn Folsom Road Granite Bay,
California 95746 (916) 791-0115
www.sjwd.org

Position Description

Facilities Maintenance Manager

Status: FLSA Exempt, Confidential in Nature and Non-Safety Sensitive
Supervisor: Assistant General Manager
Effective Date: July 20, 2026

Supervision Received and Exercised:

Receives general direction from the Assistant General Manager and is responsible for planning, organizing, managing, and directing the maintenance and reliability of the District's water treatment facilities, pump stations, water storage facilities, pressure reducing stations, emergency generators, electrical and SCADA-related maintenance activities, and associated District facilities. Exercises direct supervision over the Facilities Maintenance Lead, Facilities Maintenance Technicians I-IV, contractors, consultants, and other assigned personnel.

Primary Function

To plan, organize, direct, and oversee all District facilities maintenance functions including water treatment plant maintenance, pump station operations and maintenance, water storage facilities, pressure management systems, electrical and instrumentation systems, emergency power systems, District buildings, solar field facilities, wholesale meters, and associated infrastructure.

The Facilities Maintenance Manager is responsible for strategic leadership, regulatory compliance, asset management, maintenance reliability, capital improvement support, budget administration, staff development, safety management, and operational excellence for all maintenance and facilities operations. Provides leadership and management oversight of maintenance personnel while ensuring the reliable operation of critical District infrastructure and compliance with all applicable local, state, and federal regulations.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Build and maintain positive working relationships with District employees, customers, contractors, regulatory agencies, and the public while supporting the District's mission, vision, and core values.
- Develop, recommend, and implement department goals, objectives, policies, procedures, and performance standards for District maintenance and facilities operations.
- Direct, supervise, and coordinate maintenance and operational activities associated with the water treatment plant, booster pump stations, water storage facilities, pressure reducing stations, generators, SCADA systems, electrical systems, wholesale metering facilities, solar facilities, and District buildings.
- Provide management oversight to the Facilities Maintenance Lead and ensure effective coordination between treatment plant, distribution, and maintenance activities.
- Establish and oversee preventative, predictive, and corrective maintenance programs utilizing the District's Computerized Maintenance Management System (CMMS).
- Develop long-range asset management strategies, equipment replacement programs, lifecycle cost analyses, and infrastructure reliability initiatives.

- Direct and monitor maintenance planning, scheduling, and resource allocation to maximize operational efficiency and system reliability.
- Oversee the operation and maintenance of distribution system pressure zones and water storage facilities to optimize system performance and water quality.
- Ensure compliance with all applicable drinking water regulations, safety regulations, environmental regulations, and District policies.
- Coordinate maintenance and operational support for emergency response activities and ensure readiness for emergency situations affecting District facilities and infrastructure.
- Review and approve maintenance procedures, standard operating procedures (SOPs), emergency response procedures, and asset management standards.
- Manage workflows, work orders, inspections, asset records, maintenance schedules, and reporting functions within the District's CMMS.
- Lead initiatives related to reliability-centered maintenance, process improvements, condition-based monitoring, and maintenance best practices.
- Collaborate with Engineering staff on capital improvement projects, facility upgrades, equipment replacements, master planning efforts, and construction activities.
- Develop scopes of work, technical specifications, bid documents, and consultant contracts for maintenance and/or repair of District facilities.
- Participate in the planning, design review, commissioning, and acceptance of new facilities and infrastructure.
- Direct procurement activities related to maintenance materials, equipment, tools, and contracted services.
- Develop, administer, and monitor annual operating and capital budgets while ensuring fiscal responsibility and effective use of District resources. Develop budget recommendations and justifications for maintenance, operational, and capital improvement activities.
- Analyze operational data and maintenance performance metrics and prepare management reports and recommendations.
- Select, supervise, mentor, train, develop, and evaluate assigned staff and subordinate supervisors.
- Provide leadership in succession planning, workforce development, and employee engagement initiatives.
- Conduct performance evaluations and implement corrective actions and disciplinary procedures when necessary.
- Plan and conduct safety meetings and ensure compliance with all District safety programs and regulatory requirements including PSM, PHA, ERP, IIPP, LOTO, Confined Space, RPP, HMBP, RMP, ARC Flash, Heat Stress, Hearing Protection, and PPE requirements.
- Promote a culture of safety, accountability, continuous improvement, and customer service.
- Coordinate with Operations, Engineering, Customer Service, Information Technology, and Administrative departments to achieve District objectives.
- Provide technical guidance and organizational leadership during major facility outages, emergency repairs, and capital improvement projects.
- Respond to after-hours emergencies and serve as a management representative during emergency response and incident command activities.

- Attend professional training and maintain awareness of industry trends, regulations, and technological advancements.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Principles, practices, and methods of maintaining and operating water treatment facilities, distribution systems, pump stations, reservoirs, pressure reducing stations, and supporting infrastructure.
- Asset management, maintenance planning, reliability engineering, and lifecycle management principles.
- Water treatment, water distribution, water quality, and regulatory compliance requirements.
- Electrical, mechanical, instrumentation, SCADA, generator, and control system maintenance practices.
- Drinking water monitoring requirements.
- Supervisory and management principles including employee development, performance management, and organizational leadership.
- Budget development, administration, procurement, and contract management.
- Federal and California OSHA requirements and safety management systems.
- Capital improvement project planning and construction inspection/management support.
- Incident Command System (ICS) and National Incident Management System (NIMS) principles.
- Modern office practices, CMMS systems, SCADA systems, Microsoft Office applications, and related technology.
- Applicable local, state, and federal laws, regulations, and industry standards.
- Principles and practices of customer service and public agency administration.

Ability to:

- Plan, organize, direct, and evaluate complex maintenance and facility operations programs.
- Lead supervisors, technical personnel, and multidisciplinary teams in a collaborative environment.
- Develop strategic plans and implement operational improvements.
- Analyze technical and operational information and make sound management decisions.
- Effectively coordinate treatment plant, distribution system, and facilities maintenance activities.
- Interpret engineering plans, schematics, technical documents, regulations, and operating procedures.
- Prepare clear and concise reports, correspondence, budgets, policies, and presentations.
- Manage multiple priorities, projects, and deadlines simultaneously.
- Exercise sound judgment under routine and emergency conditions.
- Develop and maintain productive relationships with staff, regulatory agencies, contractors, customers, and stakeholders.
- Address challenging personnel, operational, and organizational issues while building consensus and resolving conflicts.
- Communicate effectively both orally and in writing.
- Utilize CMMS, SCADA, Microsoft Office, and related management software.
- Promote and enforce safe work practices and organizational accountability.

Education and Experience:

Any combination of training, education, and experience that demonstrates possession of the required knowledge, skills, and abilities.

Experience:

Minimum seven (7) years of progressively responsible experience in water utility operations, facilities maintenance, treatment plant maintenance, water distribution operations, or related utility infrastructure maintenance, including at least three (3) years of supervisory or management experience.

Education:

Equivalent to graduation from high school supplemented by formal coursework, technical training, or college-level education in water technology, mechanical maintenance, electrical systems, engineering technology, public administration, business administration, or a related field. An Associate's or Bachelor's Degree is desirable.

License or Certifications

- Possession of a valid California Class C Driver's License.
- Grade IV or higher Water Distribution Operator Certificate issued by the State of California.
- Grade II or higher Water Treatment Operator Certificate issued by the State of California.
- Supervisory and leadership training certifications desirable.
- ICS/NIMS training certifications desirable.

Physical Capabilities

The physical demands described here 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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		50 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	70 Percent Indoors, 30 Percent Outdoors			