



## San Juan Water District

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Road Granite Bay,  
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791-0115

[www.sjwd.org](http://www.sjwd.org)

### **Position Description** **Maintenance Chief**

**Status:** FLSA Non-Exempt, Safety Sensitive  
**Supervisor:** Water Treatment Plant Manager  
**Effective Date:** February 11, 2022

#### **Supervision Received and Exercised**

Receives general direction from the Water Treatment Plant Manager, to supervise the general maintenance of the water treatment plant, and related facilities. Exercises direct supervision over Utilities Mechanic, Electrical & Instrumentation (E&I) Technician and Utilities Maintenance Worker. In the absence of the Water Treatment Plant Manager, only during emergencies, receives general direction from the Water Treatment Plant Chief Operator for the water treatment plant.

#### **Primary Function**

To plan, organize, supervise general maintenance of the water treatment plant (WTP) and associated facilities. Direct and supervise Utilities Mechanic, E&I Technician and Utilities Maintenance Worker. Coordinate with Water Treatment Plant Chief Operator, perform maintenance and repairs, and perform a variety of technical tasks relative to assigned area of responsibility, which includes the water treatment plant, District main campus buildings, wholesale meters, solar field, electrical systems and other District facilities.

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

- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service and applying District's mission, vision and core values.
- Recommend and assist in the implementation of goals and objectives and establish schedules and methods for the maintenance of the District's WTP and associated facilities.
- Plan, supervise, and coordinate all projects and repair work and the preventative maintenance program for the water treatment plant, Hinkle Reservoir, and District equipment and facilities.
- Maintain accurate logs using Computerized Maintenance Management System (CMMS) of all mechanical and electrical maintenance work.
- Maintenance and repair of gaseous chlorine equipment.
- Create detailed Scopes of Work for SCADA applications/program changes and contracted professional services at the Water Treatment Plant.
- Inspect and adjust all water treatment plant equipment and facilities on a programmed basis.

- Research and order equipment, tools, and materials as needed, maintain and control the use of all tools, repair equipment, and machinery.
- Train maintenance personnel in the use and safe handling of tools, equipment and project layout; endorse, observe, sustain and enforce District safety rules and programs (PSM, PHA, ERP, IIPP, LOTO, Confined Space, RPP, HMBP, RMP, Heat Stress, ARC Flash, Hearing Protection, PPE, etc.) and all related safety requirements.
- Manage work flow through the Districts CMMS (Computerized Maintenance Management System). Create work orders, inspections and new assets.
- Plan and conduct safety meetings; evaluate employee performance, and assist with capital and O&M budget recommendations; submit justifications for various water treatment plant activities, and monitor and control related expenditures.
- Oversee and evaluate maintenance and activities of assigned staff and responsibilities; recommend improvements and modifications; prepare various reports on maintenance and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Respond to call back for after working hour emergencies.
- Attend special training on equipment maintenance; assist with long range repair and replacement program.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles, practices, and methods of maintaining a 120 mgd water treatment plant, distribution, and storage facilities and equipment.
- Equipment, instrumentation, tools and materials used in the operation and maintenance of a treatment plant and associated facilities including solar field, wholesale meters and site buildings.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management, including Fed and CalOSHA and other regulatory requirements.
- Principles and practices of procuring proper equipment, tools and materials for maintaining a water treatment plant, pump stations, and magnetic flow meters.
- Pertinent local, State and Federal laws, ordinances and rules.
- Principles and practices of customer service.
- Modern office procedures, methods and computer equipment including experience in CMMS.

#### *Ability to:*

- Establish and maintain effective working relationships with those contacted in the course of work.
- Work frequently, seamlessly, cooperatively, and effectively with the Water Treatment Plant Chief Operator and District staff.
- Research and introduce procedures, materials, tools, and equipment used in the installation, modification, maintenance and operation of a water treatment plant and associated facilities.
- Organize, implement and direct all treatment plant maintenance activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze workpapers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Ability to supervise and train personnel; promote and enforce safe work practices; plan

and coordinate plant maintenance activities; diagnose equipment and repair; prepare written correspondence and reports; interpret and implement oral and written instructions, read and interpret shop sketches, engineering drawings, and schematic diagrams and evaluate assigned staff.

- Work effectively with combined teams of maintenance and operations staff.
- Sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk.
- perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Perform a wide variety of welding work ranging from the simple welding of non-carrying metal parts and pieces to moving parts in heavy machinery and structural steel.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.
- Assist in the development and monitoring of an assigned program budget.
- Recommend, develop, and write policies and procedures related to assigned maintenance responsibilities.
- Proficiently use computers and applicable software (including CMMS and Microsoft Office)
- Address difficult issues by building consensus and developing appropriate resolutions.
- Communicate clearly and concisely, both orally and in writing.

***Experience and Education:***

Any combination of training, education, and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical qualifying entrance background is:

**Experience:**

Experience in the supervision of maintenance staff and activities at a water treatment plant or similar facility or experience. 5+ years in supervision is preferred.

**Education:**

Equivalent to graduation from high school. Formal course work in maintenance and operation.

***License or Certificate:***

Possession of a valid California motor vehicle operator's Class C license. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**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		60 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	50 Percent Indoors, 50 Percent Outdoors			