

## WASTEWATER TREATMENT MAINTENANCE MANAGER, 3784

Summary of Duties : Plans, directs, and coordinates the maintenance and repair of mechanical and electrical equipment, structures, and grounds of the Hyperion Treatment Plant and satellite plants; or assists in such work; and does related work.

Distinguishing Features : A Wastewater Treatment Maintenance Manager directs and is responsible for the maintenance, repair and protection of equipment, structures, and grounds of the Hyperion Treatment Plant and the satellite facilities of the division including the Terminal Island Treatment Plant, the Tillman Water Reclamation Plant, and the Los Angeles-Glendale Water Reclamation Plant; and the development of policies and procedures governing maintenance and repair activities at City wastewater treatment plants. The Wastewater Treatment Maintenance Manager of the Hyperion General Service Section coordinates, directs, and is responsible for the major repair functions of the satellite plants. The work of a Wastewater Treatment Maintenance Manager is distinguished from a Shift Superintendent Wastewater Treatment in that the latter is primarily responsible for supervising all operating activities on an assigned shift. Maintenance and repair work may be supervised by a Shift Superintendent in terms of results to be achieved in the absence of a Wastewater Treatment Maintenance Manager or a designated representative.

Examples of Duties : Plans, directs, and coordinates the work of a group of mechanical, electrical, and other craft supervisors, journey-level workers and helpers engaged in the maintenance, repair, overhaul, alteration, and replacement of the mechanical and electrical features of the Hyperion Treatment Plant and other wastewater treatment facilities; supervises and trains employees engaged in directing and performing maintenance, repair, alteration, construction and protection of equipment, grounds, and structures; provides maintenance and repair materials and directs major repair work for the Terminal Island Treatment Plant, the Tillman Water Reclamation Treatment Plant, and the Los Angeles-Glendale Water Reclamation Plant.

Supervises the General Service Section and coordinates its activities with plant operating schedules and other plant unit activities; assesses the need for and recommends the purchase of new equipment; directs the preparation of requests for purchase orders for new equipment, parts, tools, and supplies; determines the need for new materials and maintenance techniques; discusses with manufacturers' representatives, materials and equipment related to repair and maintenance work; consults with sanitary engineering staff on equipment and materials for plant modification and new construction; directs the maintenance and operation of storeroom and shop facilities; establishes procedures and methods for efficient functioning of the General Service Section in accordance with

established policies; directs the safety program for the Section; prepares reports, recommendations, and correspondence on all activities of the Section; prepares budget estimates for personnel, equipment and materials; attends conferences on matters of plant policy and operation; selects supervisory staff and directs the assignment of personnel within the Section; or assists in all of the above work; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action program; and may occasionally be assigned to other duties for training purposes or to meet technological change or emergencies.

Qualifications : A good knowledge of mechanical and electrical features of large and satellite wastewater treatment plants; a good knowledge of the methods of overhaul, repair, maintenance, replacement, and installation of pumps, turbines, boilers, centrifuges, generators, blowers, air compressors, piping, valves, electric motors, electric control devices, sludge collection equipment, and wastewater treatment plant structures; a good knowledge of materials, supplies, tools, machinery and equipment used in large and satellite wastewater treatment plants; a good knowledge of methods, tools, machinery, equipment, and supplies used in the maintenance and repair of the equipment, grounds, and structures of such plants; a good knowledge of safety practices as applied to the maintenance and repair of wastewater treatment and energy recovery equipment, structures, and grounds; a good knowledge of actions, effects, and control of corrosion under various exposure conditions; a working knowledge of the sequence of operations of large and satellite wastewater treatment plants; a working knowledge of laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of budgetary processes, rules and procedures; the ability to plan, direct, and coordinate the work of a group of employees engaged in maintenance and repair work; the ability to prepare clear, concise recommendations and reports; the ability to communicate and interact with a variety of employees.

Two years of experience in a class at the level of Mechanical Repair Supervisor, supervising the overhaul, repair, maintenance, installation, testing, operation, or design of machinery and equipment in a large wastewater treatment or similar type plant is required.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight. Persons with handicaps may be capable of performing the duties of this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is

descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.