



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
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ELECTRICAL / MECHANICAL FIELD SUPERVISOR

DEFINITION

Under general supervision, assists in the planning, organizing, and directing of District staff in electrical and mechanical components and programs; performs work on a wide variety of electrical/mechanical equipment associated with the wastewater collections pumping stations, water distribution system pumping stations, recycle water system pumping stations and District's office facilities; and provides assistance to District management staff in areas of expertise, and performs related work as required. This is a working supervisor position.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Operations and Maintenance Manager.

Responsibilities include direct and indirect supervision of Electrical/Mechanical Maintenance Staff.

CLASS CHARACTERISTICS

This single-position, journey level class oversees day-to-day operations and maintenance of the District's pumping and storage facilities. Responsibilities include performing the work in all electrical and mechanical areas, depending upon the immediate needs of the District. The work involves preventive and corrective maintenance program implementation and ensuring that the District meets all regulatory agency requirements, including safety compliance. This class is distinguished from Operations and Maintenance Manager in that the latter is a management class with responsibility for the oversight of all facilities maintenance through subordinate levels of supervision.

EXAMPLES OF DUTIES (Illustrative Only)

- Perform skilled journey level work related to electrical, mechanical, and electronic equipment associated with the wastewater collections pumping stations, water distribution pumping station, recycle water pumping stations.
- Implement, perform and oversee the District's preventative maintenance program for the District's electrical and mechanical systems for the water, wastewater, and recycle water pumping and storage sites.
- Implement schedules and priorities; assign, supervise and review the work of Electrical/Mechanical Maintenance Staff in a wide variety of electrical and mechanical equipment; inspect work in progress and upon completion for compliance to standard trade practices.
- Repair and replace defective parts in motors, generators, pumps, relays, switches and other systems pertaining to wastewater collections pumping stations, water wells, water pump stations and recycle water pumping stations.

- Troubleshoot and repair District's standby generators.
- Install, replace, repair and modify equipment systems.
- Fabricate and modify parts and equipment as required.
- Use of computers for logging work completed, record keeping, equipment data retrieval using Computerized Maintenance Management Software (CMMS).
- Assist in monitoring the department budget.
- Assist in the performance evaluations of subordinate personnel.
- Train and supervise Electrical/Mechanical Maintenance staff.
- Ensure the use of safety rules and procedures, appropriate equipment and proper work techniques.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, practices, materials, tools and equipment used in the installation, adjustment, maintenance and repair of mechanical, electrical and electronic systems.
- Occupational hazards and standard safety precautions necessary in the work place.
- Electrical troubleshooting, SCADA system repair, and a wide variety of mechanical system repair.
- Methods and practices used in the supervision and training of personnel.
- Safe working practices and procedures.

Skill in:

- Operate electrical testing equipment.
- Respond to emergency conditions, using good judgement, and make the appropriate repairs.
- Diagnose and repair defects in a variety of mechanical, electrical and electronic equipment including, but not limited to, telemetry and associated equipment.
- Install, repair, or replace wastewater and water motors and pumps.
- Process purchase orders for equipment / material as needed.
- Utilize Microsoft Word and Microsoft Excel for report writing.
- Administer mobile work order systems.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted during the course of work.

Education and Experience:

Equivalent to graduation from high school and five years of skilled electrical/mechanical and electronic experience in water treatment, potable and recycled water distribution and wastewater collection and treatment systems with at least two years of increasingly responsible supervisory experience.

License or Certificate:

Possession of an appropriate, valid class C driver's license.

California Waterboards Water Distribution Operator Grade II, Water Treatment Operator Grade I.

Ability to obtain a grade II certification in Mechanical or Electrical/Instrumentation Technology issued by the California Water Environment Association within 24 months from date of employment.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pump/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt, eligible for overtime

Bargaining Unit: MCWD Employees Association

