TITLE: Supervisor, Mechanical
SECTION: Mechanical Shop

DEPARTMENT: Trades & Support

REPORTING RELATIONSHIP:
Reports to: Director of Trades & Support

Supervises the following positions: Mechanical Technician I, Mechanical Technician II, Mechanical Technician III, Mechanical Technician IV.

DEFINITION: Under general direction, to plan, organize, supervise and coordinate the design, maintenance, construction and other activities in the mechanical area of sanitation sewer system operations; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Assigns projects needing maintenance and/or repair to the respective levels of expertise required and monitors the progress and completion of those projects.

2. Schedules work, trains subordinates, keeps records, and presents oral and written reports on progress and completions.

3. Prepares material lists and keeps track of material and equipment for jobs in the mechanical section, from procurement to final installation.

4. Prepares and monitors budgets for Division and special projects

5. Inspects work in progress and at completion for conformance with plans, specifications, special instruction and for workmanship.

6. Responds to emergencies when on and off duty.

7. Purchases, installs and maintains generators and their records as related to South Coast Air Quality

8. Meets on a periodic basis with District administration and supervisory staff to discuss work assignments, progress and planning.

9. Deals effectively with the public and makes sure that there is a cohesive unit between plant operations and maintenance.

10. Studies new equipment manuals and designates what spare parts are needed.
ESSENTIAL FUNCTIONS (Cont.):

11. Assists the technical group with difficult or complex trouble calls.

12. Enforces District safety regulations.

13. Insures proper records are kept on all mechanical systems.

14. Maintains the file on all District facilities and sees that they are kept current.

15. Performs related duties as required.

MINIMUM QUALIFICATIONS:

License or Certificates: Must posses a valid California Operator’s license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. 

AND

Must possess Mechanical Technologist Grade IV certification from California Water Environment Association

Special Requirement: Must be able to tolerate the District’s immunization program.

Failure to comply with these requirements may influence employment or classification.

Education and Experience: Any combination of training, workshops, college level classes, and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be to have five years experience at the journeyman level as a lead mechanical position in the Coachella Valley Water District.

Abilities:
- Oversees the mechanical aspects of electrical equipment.
- Plan, organize, supervise and coordinate the maintenance, installation and construction activities of the mechanical group.
- Provide and set up training for the assigned personnel.
- Review and insure the accuracy of cost estimates, estimates of material and equipment needs.
- Oversee the accurate preparation and maintenance of records and reports.
MINIMUM QUALIFICATIONS (Cont.):

Abilities (Cont.):
- Oversee the preparation and accuracy of Schematics and wiring diagrams for all District electrical systems and equipment.
- Give concise and understandable oral and written instructions.
- Analyze work and operational problems, preparing improved methods of accomplishing assigned activities.
- Insure the proper assignment and use of District equipment.
- Tactfully and courteously deal with the public.
- Work cooperatively with others.

Knowledge of:
- General supervision techniques, including employee evaluation performance, training, cost consciousness, use of safety equipment, and emergency first aid.
- District policies, procedures, and safety procedures.
- Safe practices as mandated by the California Division of Industrial Safety and Cal OSHA.
- Methods, tools, equipment and procedures used in the design, construction, installation, maintenance and repair of District systems and facilities related to mechanical.
- Principles and practices of reclamation plant operations.
- Mechanical equipment and electrical devices.
- Modern electrical control and systems.
- Principles of computerized control systems.
- Hydraulic systems and equations.
- Principles and practices of reclamation plant, water production, and distribution operations as maintained by the District.
- Principles and practices for the installation, maintenance and repair of pumps.

PHYSICAL REQUIREMENTS:
1. Drives District vehicle to job sites including over rough terrain.
2. May work in extreme weather conditions including wind, heat and rain.
3. Uses telephone and two-way radio to communicate.
4. Climbs ladders to a height of 20’ or more.
5. Tolerate the District’s immunization program.
6. Carry and lift up to 50 lbs.

See Human Resources for physical assessment form.