

# SBSA

is accepting



## applications for the position of Maintenance Supervisor

**\$9,266 - \$11,326/mo.** plus benefits

### TYPICAL DUTIES

Under general direction of the Director of Maintenance, supervises the work of crews assigned to maintenance, upkeep and repair of the wastewater treatment plant and pump stations.

- Supervises, plans, schedules, assigns and directs employees engaged in the installation, maintenance, and repair of the wastewater treatment plant facilities.
- Plans and implements preventive maintenance programs for mechanical equipment.
- Plans, implements and conducts training and enforces SBSA Policies.
- Inspects work and ensures compliance with work orders, plans, and specifications.
- Evaluates employee performance and prepares written documentation of employee performance in accordance with SBSA policy.
- Inspects mechanical equipment and diagnoses equipment malfunctions; writes work orders and follows-up on completion of work insuring work performed meets the requirements of the assignment and SBSA standards.
- Manages and inspects projects performed by contractors; maintains documentation and plans.
- Coordinates with outside contractors; procures rental equipment and other tools as needed to facilitate the completion of work.
- Serves in a mentor capacity to mechanics and as a source of technical information to SBSA employees, contractors, consultants and others as required
- Requisitions supplies, equipment, parts, and services using SBSA's Computerized Maintenance Management System (CMMS)
- Assist in the preparation of the Maintenance Divisions annual budget, including capital expenditures
- Writes specifications and Standard Operating Procedures.
- Maintains complete records of work, facilities, labor, and materials using CMMS.

- Composes effective and literate correspondence and memos, responds to voice-mail and email.
- Performs a variety of other duties as assigned.

### EDUCATION AND/OR EXPERIENCE

*Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:*

High School Diploma or an equivalent certificate or diploma recognized by the State of California. Associate's degree in trades or sciences desirable, but not required. Five (5) years experience performing mechanical maintenance work involving plumbing, mechanical and electrical repair and installation in a wastewater treatment plant or industrial setting. Two or more years experience in a supervisory position is desirable, but not required.

### PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to stand, sit, walk, climb stairs and ladders and bend and stretch. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### LICENSES AND CERTIFICATES

Valid California Class C Driver's License and an acceptable driving record as defined by the Authority's Driving Eligibility Standards. Possession of or ability to obtain within eighteen (18) months of assignment to the position of Maintenance Supervisor, a CWEA Grade III Maintenance Certificate

### SELECTION PROCESS

All applications will be carefully screened as they are received. Those deemed most qualified will be invited for an interview.

Every employee appointed to a position at SBSA shall serve at the will and pleasure of the appointing authority.

You will find a complete description of the job on our website at [www.sbsa.org](http://www.sbsa.org).

### **HOW TO APPLY –**

- Download an application and application instructions from the employment page at [www.sbsa.org](http://www.sbsa.org)
- Mail or hand-deliver the following to the SBSA Support Services Admin. Assistant at 1201 Radio Road, 2<sup>nd</sup> Floor, Redwood City, CA 94065
  - completed and signed application.

**FILING DEADLINE – MONDAY, MARCH 12, 2012– NO LATER THAN 4 P.M.**