CITY OF OCEANSIDE

REVISED: JAN 2006
JOB CODE: 2110ME
UNIT: MECO

CLASS SPECIFICATION

CHIEF PLANT MECHANIC

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, to direct, manage, supervise and coordinate maintenance programs for the City's water/wastewater treatment plants and water distribution system; to coordinate assigned activities with other divisions, departments and outside agencies; and to perform a variety of tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Assumes management responsibility for assigned maintenance services and activities of the City's water/wastewater treatment plants and water distribution system; manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels; plans, directs, coordinates and reviews the work plan for water/wastewater maintenance staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems; schedules and coordinate preventive maintenance on all equipment; monitors and maintains a parts inventory for all process equipment; prepares and reviews equipment specifications for CIP projects and equipment purchases; prepares monthly reports of work performed; determines reasons for equipment failure, excessive down time or higher maintenance costs; selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments; serves as the liaison for the water/wastewater treatment plants with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues; serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water/wastewater treatment plant operation and maintenance; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a water/wastewater treatment plant;
- Materials, methods and tools used in the maintenance and repair of equipment utilized in water/wastewater treatment plants, and wastewater collection and water distribution systems;
- Principles and practices of water/wastewater treatment and distribution;
- Principles and practices of program development and administration;
- Principles and procedures of record keeping;
- Principles of business letter writing and basic report preparation;
- Principles and practices of municipal budget preparation and administration;
- Principles of supervision, training and performance evaluation; and
- Pertinent Federal, State and local laws, codes and regulations

Ability to:

- Oversee and participate in the management of a comprehensive water/wastewater treatment and distribution program;
- Oversee, direct and coordinate the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Ensure facility compliance with Federal, State and local rules, laws and regulations;
- Perform responsible and difficult work involving the use of independent judgment and personal initiative;
- Read and interpret blue prints, schematics and drawings;
- Participate in the development and administration of division goals, objectives and procedures;
- Prepare and administer large program budgets;
- Prepare clear and concise administrative and financial reports;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Research, analyze and evaluate new service delivery methods and techniques;
- Interpret and apply Federal, State and local policies, laws and regulations;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Five years of increasingly responsible experience in the operation and maintenance of wastewater treatment facilities including two years of supervisory responsibility.

Training: Equivalent to completion of the twelfth grade supplemented by specialized training in mechanical technology or a related field.

License or Certificate: Possession of, or ability to obtain an appropriate, valid driver's license; possession of, or ability to obtain, a Grade IV Mechanical Technology/Collection certificate within 18 months of employment.

WORKING CONDITIONS

Environmental Conditions: Water and wastewater treatment plant environment; work with water; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for long periods of time; operating motorized equipment.