City of Portland Job Code: 30000653

CLASS SPECIFICATION Senior Mechanical Systems Supervisor – Water

FLSA Status: Exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes and directs the construction, installation, maintenance, repair and servicing of the Water Bureau's mechanical systems, machinery, facilities and equipment; researches and prepares a variety of studies and reports regarding the bureau's short- and long-term mechanical systems requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single-incumbent class responsible for planning, coordinating and directing the construction, installation, maintenance, repair and servicing of mechanical systems and equipment used in the production, treatment, storage and distribution of the City's water supply. Incumbents are responsible for formulating and developing assigned unit goals and objectives as related to division goals, supervising and inspecting the work of assigned personnel and directing day-to-day activities. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through conferences, field inspection and analysis of records, reports and completed work orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

- 1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
- 2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
- 3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

- 4. Prepares a variety of special and recurring studies and reports; develops recommendations to improve the operation of the City's water production, treatment, storage and distribution system; coordinates division activities with other divisions, bureaus and agencies.
- 5. Ensures compliance of unit work to pertinent codes, regulations and guidelines.
- 6. Provides technical assistance to staff.
- 7. Confers with and advises bureau staff regarding system needs and requirements.
- 8. Reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations regarding water production, treatment, storage, transmission and distribution.
- 9. Researches and monitors technical developments in techniques, equipment, supplies and material used in the production, treatment, storage, transmission and distribution of potable water for residential, commercial and industrial use.
- 10. Inspects operations and projects to ensure conformance with standards and specifications.
- 11. Plans, coordinates, directs and oversees the scheduled and emergency installation, maintenance, repair and servicing of the mechanical systems, equipment and related appurtenances associated with the City's water production, treatment, storage and distribution systems and facilities.
- 12. Develops and implements strategies and plans to ensure all major water production, treatment, storage and distribution system equipment and facilities are operable during peak water use periods.
- 13. Participates in the development and implementation of enhancements, modifications, upgrades and improvements to the distribution system's Supervisory Control and Data Acquisition System (SCADA).
- 14. Develops and implements plans and programs for the construction, maintenance and servicing of deep wells.
- 15. Ensures the development and implementation of effective predictive and preventive maintenance programs for the City's water production, treatment, storage and distribution systems, facilities and equipment.
- 16. Reviews design plans and specifications for water system facilities to ensure conformance with operations and maintenance needs.
- 17. Inspects and evaluates work being performed; identifies problem areas and directs remedial action.
- 18. Responds to inquiries and complaints from other divisions.
- 19. Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports, etc.
- 20. Recommends special work or necessary equipment maintenance; reviews completed work.
- 21. Schedules and coordinates activities with other divisions.
- 22. Responds to emergency situations as necessary.

- 23. Ensures the timely completion of preventive and predictive maintenance programs.
- 24. Requisitions necessary tools, equipment and supplies.
- 25. Carries out the City's safety program; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- 26. Directly supervises skilled and semi-skilled personnel assigned to section activities.
- 27. Researches new operational methods, techniques and equipment and recommends their application.
- 28. Plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; maintains records in the form of blueprints, drawings and specifications for industrial and water works equipment and machinery; plans and designs mechanical modifications to pump stations, reservoirs, wells, disinfection systems and related mechanical systems and facilities.
- 29. Plans and oversees the testing of mechanical and electrical equipment on an ongoing basis.
- 30. Reviews or prepares drawings and specifications for contract work and inspects work performed to determine compliance to standards and requirements.
- 31. Observes operations, reviews records, and meets with union officials, employees and supervisors to assure uniform labor contract administration; seeks appropriate resolution of grievances; advises the bureau head on grievance resolution; advises and counsels subordinate supervisors to ensure consistent application of the provisions of the labor agreement.
- 32. Develops, reviews and updates written maintenance instructions and schedules.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Principles, methods, practices, techniques and equipment common to the design, operation and maintenance of a large, complex water treatment, storage and transmission system.
- 2. Local, state and federal laws and regulations pertaining to the operation of a potable water system.
- 3. Administrative principles and methods including goal setting, program development and implementation, and employee supervision.
- 4. Principles and practices of budget preparation and administration.
- 5. Methods, practices, tools and equipment common to the construction and public works-related trades and crafts.
- 6. Safety regulations, safe work practices and safety equipment related to the work.
- 7. Codes, regulations and guidelines pertaining to the work.

- 8. Computer software applications related to the work.
- 9. Principles and practices of effective human resource management and supervision.

Ability to:

- 1. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
- 2. Manage and direct a large water works maintenance program.
- 3. Select, motivate and evaluate staff and provide for their training and development.
- 4. Prepare, administer and monitor a division budget.
- 5. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
- 6. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
- 7. Prepare clear and concise records, reports, correspondence and other written materials.
- 8. Communicate ideas clearly and concisely both orally and in writing.
- 9. Exercise independent judgment and initiative within general policy guidelines.
- 10. Establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent, supplemented by college-level course work in civil engineering, hydraulics, mechanical engineering or related fields; and four years of supervisor experience in the construction, maintenance and repair of a water production, treatment, storage and transmission system; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license. A Level IV Water Distribution Operator's Certificate and a Level III Water Treatment Operator's Certificate issued by the Oregon Department of Human Services/Drinking Water Program.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

1952 PUBLIC WORKS MANAGER. Adopted: 07-01-92; Revised: 07-13-99, 02-03-00

June 2009 - Change Job Class number from 7596 to 30000653, due to system change.