

## **MAINTENANCE SUPERVISOR (MECHANICAL)**

### Definition:

Under the administrative direction of the Director of Power Generation Services, a Maintenance Supervisor plans, organizes, directs and supervises the mechanical maintenance activities for the Agency's hydroelectric generating units and related facilities.

### Distinguishing Characteristics:

This is a non-exempt, supervisory classification. The Incumbent supervises the mechanical and civil maintenance activities for the Agency's hydroelectric generating units and related facilities. Responsibilities include planning, directing and supervising the preventive and corrective maintenance, modification, repair, monitoring and testing of the Agency's hydroelectric turbines and associated governors, intake gates and valves, dam spillway gates and controls and penstocks. Responsibilities also include maintaining and repairing Agency buildings and facilities. The incumbent in this classification is required to travel to various remote sites; work outside in all types of weather; work inside with prolonged periods of sitting; regularly walk on uneven surfaces which may be slippery or wet; bend, stoop, climb, crawl and reach; lift and carry up to 50 pounds; distinguish between colors and focus sight close and distant; perform fine manipulation of small controls; use a broad range of hand and power tools; and operate an Agency vehicle on a regular basis.

### Examples of Duties:

- Establish schedules and methods for mechanical maintenance activities;
- implement mechanical/civil maintenance policies and procedures;
- plan, prioritize, assign, supervise and review the work of staff involved in the maintenance and repair of hydroelectric turbines and associated governors, intake gates and valves, dam spillway gates and controls and penstocks;
- conduct tailboard safety meetings with mechanical maintenance staff;
- perform a Job Hazard Analysis (JHA) for non-routine work;
- work closely with the Operations Supervisor and Maintenance Supervisor (Electrical) to review and prioritize work requests;
- evaluate the work performance of mechanical maintenance staff;
- evaluate operations and activities of the mechanical maintenance program;
- recommend improvements and modifications to the mechanical maintenance program;
- prepare cost estimates associated with mechanical maintenance projects;
- participate in budget preparation and administration for the mechanical maintenance program;
- participate in the selection of mechanical maintenance staff;

## **MAINTENANCE SUPERVISOR (MECHANICAL)**

- provide or coordinate training for mechanical maintenance staff;
- address employee performance deficiencies;
- monitor the work of contractors and vendors performing mechanical maintenance work;
- prepare and maintain records of all mechanical and civil maintenance work performed;
- monitor all hydroelectric mechanical equipment for required maintenance and repairs;
- ensure project and operational schedules and budgets are met;
- enforce proper safety practices relating to work on and around hydroelectric generating units and facilities;
- establish and maintain positive working relationships with manager, subordinate staff, other Agency employees, contractors, vendors, other agencies and the public;
- perform related duties as required.

### Qualifications:

### Knowledge of:

- Principles and practices of mechanical maintenance related to hydroelectric generating units and facilities;
- operating characteristics, service needs and methods of overhaul and repair of mechanical equipment;
- methods and techniques for planning, organizing, and directing mechanical maintenance activities;
- principles and practices for prioritizing, assigning and reviewing work assignments;
- principles and practices for motivating, coaching, mentoring, training and developing staff;
- principles of employee supervision including evaluating performance and addressing performance deficiencies;
- safety policies, practices and procedures applicable to hydroelectric generating units and facilities;
- project cost-estimating techniques;
- modern office equipment including computer and applicable software.

### Ability to:

- Prioritize, plan, schedule and direct mechanical preventive, routine and corrective

## **MAINTENANCE SUPERVISOR (MECHANICAL)**

maintenance;

- prepare cost estimates for maintenance projects;
- supervise staff responsible for mechanical/civil maintenance and repair activities;
- coach, mentor and develop subordinate staff;
- identify staff training needs and provide or coordinate appropriate training;
- maintain staff adherence to safety policies and procedures;
- read and interpret plans, diagrams, schematics, specifications and technical manuals;
- prepare and maintain mechanical and civil maintenance records;
- identify and troubleshoot complex mechanical maintenance problems;
- interpret and apply Agency policies, procedures and applicable memorandums of understanding;
- adhere to project and operational schedules and budgets;
- follow oral and written instructions;
- communicate effectively both orally and in writing;
- establish and maintain effective working relationships with those contacted in the course of employment.

### Education/Experience:

Sufficient education, training, and experience to demonstrate the knowledge and abilities listed above. These would normally be acquired by the equivalent to graduation from high school and progressively responsible mechanical maintenance experience, including supervisory experience, consisting of the installation, maintenance, overhaul, repair and modification of mechanical equipment associated with hydroelectric generating facilities.

### License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.