



ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd

San Rafael, CA 94901

(415) 259-2949 ~ rvsd.org

JOB DESCRIPTION

TITLE	SALARY	DATE	REVISION
Maintenance Superintendent	Range 34: \$8,020-\$10,235 per month (FY11-12)	July 1, 2011	2a
NOTES	Existing position as of September 15, 2010		

INTRODUCTION

The Ross Valley Sanitary District is located in beautiful and culturally rich Marin County, halfway between San Francisco and California's famous wine country. Founded in 1899, RVSD is one of the oldest sanitary districts in Marin County. It provides wastewater collection for the 55,000 residents of the Ross Valley towns and communities of: Fairfax, San Anselmo, Ross, City of Larkspur (including Bon Air), and the unincorporated areas known as Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae, Murray Park, San Quentin Village, and California State Prison at San Quentin.

This position requires a highly-motivated individual who has knowledge of the District's wastewater collection system, pump stations and related appurtenances. In this position the most qualified candidate will also understand construction practices and procedures, occupational hazards, standard safety practices and procedures, the purpose and use of the heavy equipment, vehicles, power tools, and hand tools utilized in the maintenance and repair of the District's wastewater collection system, pumping stations and related appurtenances.

This is a senior level management level classification and the most desirable candidate will understand the principles and practices of management, organization, personnel administration, supervision, training, budget and cost control, performance evaluation and staff development, including understanding the importance of authority, responsibility, accountability, motivation and delegation. The successful candidate will also have knowledge of the principles and practices and methods of problem identification and data analyzing techniques.

ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES

Under general supervision:

- Plan, direct, coordinate, manage and evaluate the activities of the Maintenance Department.
- Oversee the operation, preventative maintenance, repair and rehabilitation of the wastewater collection system, pump stations, and related structures.
- Develop and oversee the preventative maintenance programs for all equipment and machinery.
- Monitor operations and maintenance procedures and modify program as required.
- Investigate complaints and recommend corrective action.
- Inspect the work of the crews and serve as technical advisor to department personnel on difficult or unusual problems.
- Direct emergency repairs as required.
- Coordinate maintenance activities with other agencies.
- Develop internal procedures to realize greater District efficiency.
- Review and prioritize the daily work assignments and work reports, advising Chief of Operations of scheduling problems, priorities, and other concerns regarding each department's activities.
- Plan, organize and evaluate employee training and developmental needs.
- Administer, supervise and evaluate work of subordinates, including performance evaluations, training, selection, dismissal, transfer and disciplinary actions.
- Participate in labor/management meetings and meet and confer sessions, as required.
- Establish and enforce departmental goals, objectives, schedules and work methods; recommend and implement operating policies, procedures and priorities.
- Assist in the development of and administration of the fiscal affairs of the departments, including but not limited to: Identify personnel and capital equipment requirement needs; anticipates additional funding requirements for equipment, materials and supplies; monitors and approves expenditures.
- Budget development.
- Maintain records of work accomplished and prepare accurate reports.
- Organize and coordinate general administrative functions, including but not limited to: Represent the District at public and professional meetings and conferences, Confer with the public and representatives of other agencies and meet with representatives of other agencies and with the public regarding collection system problems and programs.

EDUCATION/EXPERIENCE REQUIREMENTS

At least five years of increasing responsibility and experience in the cleaning, maintenance and repair of collection systems, including at least two years of supervisory experience at Ross Valley Sanitary District or in wastewater collection systems maintenance.

Equivalent to the completion of twelfth grade, supplemented by specialized training in supervision and leadership.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Class "A" California Motor Vehicle Operator's license at the time of application and maintain a valid license throughout employment.

Must maintain insurability under the District's vehicle liability insurance coverage.

Must possess a valid Grade III Collection System Maintenance Certificate issued by the California Water Pollution Control Association at the time of application.

Must acquire a Grade IV Collection System Maintenance Certificate issued by the California Water Pollution Control Association within two years of appointment to the position.

PHYSICAL AND LEADERSHIP REQUIREMENTS

- Sitting, Standing, Walking
- Kneel, Crouch, Squat, Stoop, Reach, Crawl, Twist, Climb
- Lifting up to 50 pounds
- Both large and fine hand movements
- Be able to distinguish color
- Be exposed to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, sewage, mechanical hazards, pollens and explosive materials
- Plan, organize, manage and coordinate the work activities of a group of skilled and unskilled workers.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train and evaluate subordinates, deal with personnel budget and other matters relating to the administrative supervision of the departments.
- Review the economic feasibility of various operational alternatives and their effectiveness to the overall District objectives.
- Prepare correspondence and technical reports which are complete, clear and concise.
- Learn and observe all appropriate safety precautions as required by the District.

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Analyze operations, maintenance and repair problems; and develop sound and effective solutions and course of action.
- Develop a cohesive and positive team environment within work crews.
- Respond to emergencies on an on-call basis, as needed.
- Other requirements as necessary or directed.