



**FACILITIES MAINTENANCE MANAGER**

<b>Job Title:</b>	<b>FACILITIES MAINTENANCE MANAGER</b>	<b>Department:</b>	Water Filter Plant
<b>Reports To:</b>	Director of Water Resources and Production	<b>Location:</b>	Water Filter Plant
<b>FLSA Classification:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Status:</b>	<input checked="" type="checkbox"/> FT <input type="checkbox"/> PT
<b>Revision Date:</b>	11/05/2024	<b>Number of Direct Reports</b>	1-2

**SJWD employees are expected to conduct themselves at the highest standard of honesty and integrity, and consistently render loyal and efficient service. They must be aligned with District mission, vision, and values.**

**Position Summary**

This position requires a self-motivated team member who is responsible for performing and assigning preventive maintenance on Water Production facilities and Pump Station equipment per schedule. Make and/or supervise repairs as needed to address equipment breakdowns, coordinate work with vendors as needed.

**Position Responsibilities - Essential**

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.**

The tasks listed below are essential to the position. Management may assign additional tasks as necessary.

- Promote SJWD’s Mission, Vision, and Values
- Manage utility preventative maintenance program
- Assists the Water Production department with SCADA problems or other telemetry issues as requested
- Perform and/or assign project work as assigned by Director of Water Resources and Production
- Exercise direct supervision over Maintenance Technician staff members
- Coordinate and assist in replacing electric motors, valve operations, pump seals and bearings when needed
- Assist Director of Water Resources and production in maintaining the annual budget for facilities
- Perform necessary troubleshooting and repairs in response to equipment or component breakdown
- Perform inspections of pump stations, tanks and other SJWD satellite facilities to ensure facilities are cleaned and in proper working condition
- Manage utility generator scheduled maintenance contract
- Monitor and ensure an adequate quantity of critical maintenance spares and consumable items on hand
- Enter and maintain critical component, maintenance and work order data in the Job Plus maintenance program
- Coordinate and/or perform maintenance functions at water storage facilities (dams, reservoirs, tanks, etc. as needed or requested by the Director of Water Resources and Production
- Monitor status of work orders to ensure proper and timely completion

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## FACILITIES MAINTENANCE MANAGER

- Knowledge of mechanical piping, electrical and instrumentation components
- Responsible for supervision in accordance with the district's policies and applicable laws
- Responsible for interviewing, hiring and training employees
- Responsible for planning, assigning and directing work of others and appraising performance, rewarding and disciplining employees
- Must be willing to work shifts as necessary **including weekend and holidays** and be on-call during off hours on scheduled workdays.
- Other duties as assigned

### Position Responsibilities - Non-Essential/Other

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

### Core Competencies

- Knowledge of mechanical, piping, electrical and instrumentation components.
- Strong knowledge of chemicals used in water treatment
- Knowledge of water plant and distribution systems SCADA systems
- Knowledge of Microsoft Office and ability to use Email systems, Excel and Word

### Essential Skills and Experience

- An associate's degree in maintenance or related field is desired
- Requires a minimum "A" Water Distribution System Certification, or ability to obtain "A" level certification within 4 years
- Within a 4-year period be able to obtain the "A" plant operator's Certification
- Must have a valid SC License
- Minimum 5-10 years of work experience in water treatment and distribution maintenance
- Ability to work well under pressure and manage time effectively
- Excellent organizational skills and the ability to meet deadlines

### Beneficial Skills and Experience

- Ability to communicate with a variety of customers, contractors and other local and state level workers

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- Ability to work well independently
- High level of confidentiality with program data
- Collaborative attitude to work within teams and other staff members

<b>Physical Demands and Working Conditions - ADA Guidelines</b>					
<b>Posture Requirements</b>	<b>N/A</b>	<b>5 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Balancing				X	
Bending				X	
Climbing				X	
Crawling				X	
Crouching				X	
Driving				X	
Kneeling				X	
Reaching				X	
Sitting			X		
Standing				X	
Twisting			X		
Walking				X	
<b>Environmental Conditions</b>	<b>N/A</b>	<b>5 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Cramped Area		X			
Dust				X	
Fumes/Odors				X	
Hot/Cold Temperatures				X	
Inside/Outside				X	
Noise				X	
Concrete Floor				X	
Vibration				X	
Teamwork					X
Stress			X		
Oral Communication				X	
Written Communication				X	
Reading				X	
<b>Dexterity Requirements</b>	<b>N/A</b>	<b>5 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Coordination			X		
Foot Pedals			X		
Picking		X			
Handling		X			
Wrist Motion			X	X	
Lifting Heights				X	
Lifting Requirements					

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10 pounds or less			X		
11 to 20 pounds			X		
21 to 50 pounds			X		
51 to 100 pounds		X			
> 100 pounds		X			
<b>Pushing/Pulling Requirements</b>					
12 pounds or less			X		
13 to 25 pounds			X		
26 to 40 pounds		X			
41 to 100 pounds		X			
> 100 pounds		X			

<b>Definitions</b>	
<b>N/A</b>	Activity is not applicable to this occupation
<b>5 – 25%</b>	Occupation requires this activity 5 – 25% of the time
<b>26 – 50%</b>	Occupation requires this activity 26 – 50% of the time
<b>51 – 75%</b>	Occupation requires this activity 51 – 75% of the time
<b>76 – 100%</b>	Occupation requires this activity 76 – 100% of the time

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*

Employee Name Printed	Employee Signature	Date Signed
Manager/Supervisor Name Printed	Manager/Supervisor Signature	Date Signed