

## **JOB DESCRIPTION**

**Job Title:** Preventive Maintenance Manager - SSMO  
**Reports to:** Manager of Sewer System Maintenance & Operation  
**Department:** Sewer System Maintenance & Operation  
**FLSA Status:** Exempt  
**Grade:** S11  
**Written/Revised:** July 17, 2003 / March 5, 2010 / September 27, 2010 /  
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### **Job Summary**

Manages and controls the preventive, predictive, and breakdown maintenance program for the District's wastewater collection system, which consists of regulators, sewers, pump stations, sewer appurtenances, hydraulic, mechanical, electrical and instrumentation equipment. Organizes and procures resources to ensure efficient coordination of maintenance activities. Develops maintenance plans and schedules. Analyzes maintenance data to make recommendations for the continuous improvement of the maintenance program. Performs other duties of a similar nature as may be required.

### **Essential Functions**

- Plans and coordinates the preventive, predictive and preventive maintenance for mechanical, electrical, hydraulic, structural, and instrumentation equipment. Coordinates work with supervision and other District departments to ensure maintenance work is scheduled and performed using sound asset management principles. Makes recommendations for improving the maintenance programs, including the consideration of financial implications.
- Develops short and long-term maintenance plans and schedules maintenance activities for the District's collection system components, including various mechanical, electrical, instrumentation and structural equipment. Utilizes a computerized maintenance management system and project planning software, develops job plans and procedures, and sets preventive maintenance schedules. Assists in the development of departmental budgeting, including capital projects.
- Organizes resources (materials and people) to meet maintenance objectives and ensure efficient coordination. Assists with coordinating contracted maintenance, repair, and capital work. Arranges for equipment and supplies to be available for assignments. Initiates requisitions for equipment, materials, rental equipment, and contracted services. Follows-up and tracks maintenance work and projects to expedite work completion.
- Generates solutions for solving equipment problems. Provides technical assistance to department managers, supervisors, and tradespersons. Provides guidance to tradespersons performing project work. Recommends repairs or replacements.
- Estimates time and material costs for equipment repairs. Assists in determining courses of action such as cleaning sewers, repairing mechanical, electrical, or

- instrumentation equipment, and performing preventive and breakdown maintenance.
- Maintains detailed records and files for tracking documents, including work orders, project files, progress charts, schedules and timecards. Sets-up and maintains a historical database. Generates maintenance reports using various software for asset maintenance and replacement data.
  - Reviews and evaluates maintenance and historical data to assess the efficiency of processes, equipment, and maintenance practices. Participates in cross functional teams to develop methods to improve the maintenance program. Reviews logs and evaluates operating data to identify faulty equipment. Inspects equipment and machinery for necessary repairs.
  - Directs personnel and provides on-the-job coaching as required. Assists in evaluating performance, and makes recommendations for taking corrective action when necessary.
  - Assists in making recommendations for programmable logic controller programming and/or maintenance; assists in using predictive maintenance equipment.
  - Performs skilled maintenance work in emergencies.
  - Maintains blueprints, service manuals, work order, records and prepare reports.
  - Performs other duties necessary to accomplish objectives.