



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

HYDROELECTRIC ENGINEERING AND MAINTENANCE TEAM MANAGER

Group-Section: Water System Operations Group - Operations Support Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 066 Job #: TM026
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JOB SUMMARY

The Hydroelectric Engineering and Maintenance Team Manager is responsible for managing and supervising a team of engineers and technicians that provide technical advice and support and hands on maintenance work of Metropolitan facilities which include electrical and mechanical maintenance, power system analysis, protective relay calibration, high-voltage, and efficiency testing, and other specialized work such as vibration analysis, lubrication studies, ultrasound, and thermography. This position will provide technical expertise in addressing day-to-day problems to include preventive, predictive, online monitoring, and reliability centered maintenance. Areas of responsibility will also include project management, cost control and monitoring, development, and refinement of the preventive and predictive maintenance program, development of engineering solutions to repetitive equipment failures and other maintenance problems; analyzing and implementing ways of reducing or modifying the need for maintenance; and initiate new capital improvement programs in support of Metropolitan hydroelectric power plants.

OVERSIGHT

Oversight Received: Receives direction from Unit, Section, Assistant Group, or Group Manager.

Oversight Given: Manages and supervises a staff of professionals and skilled craft workers.

JOB DUTIES

1. Manages the enhancement of maintenance practices to include preventive, predictive, and reliability-centered maintenance. Researches, analyzes, recommends, and executes new technology to improve efficiency, reliability, and maximize revenue generated.
2. Works on capital improvement projects which includes submitting for new capital improvement projects, providing technical input, and coordinating project activities.
3. Reviews maintenance activities of the hydroelectric power plants to ensure that it is performed efficiently, within budget, on schedule, and according to standards.
4. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling, and performance assessment; and reviews work for thoroughness, adherence to standards, and accuracy of results.
5. Assesses employees' competencies, develops training plans, and ensures they receive mandatory and non-mandatory training; discusses future professional development with staff; implements safety-training techniques; and participates in safety committee meetings.

6. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares reports on plant operation; develops and monitors team budget and business plan; evaluates resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.
7. Analyzes, establishes, and implements maintenance procedures to ensure standardization in practice and compliance with safety directives; and revises procedures as required to increase efficiency and effectiveness.
8. Serves as subject-matter expert for both theory and practice and for electro-mechanical equipment; and works with specialized staff, consultants, and customers to address reliability as well as failure analysis.
9. Oversees the development of relay settings and power system protection analysis.
10. Performs project management.
11. Serves as team lead or technical member of a committee, prepares technical reports, and makes presentations.
12. Represents Unit Manager in his/her absence as appointed by the Section or Group Manager.
13. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
14. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in engineering or related field from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree in engineering or related field from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Current and advanced hydroelectric plant maintenance processes; emergency response policies, procedures and protocol; environmental, health and safety policies, practices, and procedures; engineering principles; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; negotiation techniques; project management; and contract administration.

Job Title: Hydroelectric Engineering and Maintenance Team Manager

Job Code: TM026

Adopted: 11/3/08

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Required Skills and Abilities to: Edit and review technical reports; review and understand mathematical, engineering, and scientific concepts; interpret and analyze summarized scientific data; determine training needs; exercise judgment and discretion; operate computer equipment and use a variety of computer software applications to include but not limited to word processing and spreadsheets; encourage and facilitate cooperation; communicate effectively both orally and in writing on administrative, operational, and technical topics with both scientific and non-technical audiences; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; and establish and maintain effective working relationships with coworkers, other agencies, regulatory agencies and the public.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- Registration in good standing as a California Professional Engineer

DESIRABLE QUALIFICATIONS

Registration as a California Professional Engineer in either Mechanical or Electrical

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements