



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## POWER AND EQUIPMENT RELIABILITY UNIT MANAGER

<b>Group-Section:</b> Water System Operations Group - Operations Support Services Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 068 <b>Job #:</b> UM020
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### JOB SUMMARY

Responsible for managing and supervising the power support functions. Areas of responsibility include the electrical and mechanical maintenance of water treatment plan, pumping and power plants, high voltage testing, technical engineering support, power system protection, and implementing preventive and predictive maintenance programs district-wide.

### OVERSIGHT

**Oversight Received:** Receives general direction from the Section Manager.

**Oversight Given:** Manages and supervises a staff of managers, professionals, technicians, and skilled craft workers.

### JOB DUTIES

1. Oversees the management of the maintenance the electrical, mechanical, and system protection areas of all Metropolitan facilities; establishes the high voltage maintenance standards and schedule for both treatment and power plants; and establishes preventive and predictive maintenance programs.
2. Oversees and develops the power plants and high voltage testing maintenance schedules and programs; develops and deploys equipment maintenance standards and procedures; develops and deploys preventative, corrective, and predictive maintenance strategies; and redesigns and manages maintenance planning and scheduling.
3. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; authorizes purchases; and evaluates and approves bids for consultants and service contracts.
4. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; identifies employee development and training requirements; and develops staff recognition programs.
5. Serves as project team member for major projects involving substantial capital improvements, special local, regional or state-wide task forces, joint ventures with member agencies, and other external entities to ensure successful completion of project plans.
6. Represents the Section Manager in his/her absence as appointed by the Section or Group Manager.

7. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
8. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

**Required Knowledge of:** Electrical and mechanical engineering principles; workings of large rotating machinery; high voltage testing; preventive and predictive maintenance; environmental, health, safety and emergency policies, practices, procedures, and protocol; 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; project management; contract administration; trends and emerging technologies of power plant electrical and mechanical systems; and emergency response procedures.

**Required Skills and Abilities to:** Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan in negotiations or development of joint projects with external organizations; establish and maintain collaborative working relationships with all levels within the organization, other agencies, and vendors; and use business applications such as word processing and spreadsheets.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License

#### **Registrations**

- Registration as a California Professional Engineer

### **DESIRABLE QUALIFICATIONS**

None

**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