

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

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Recruitment Announcement # 2019-PU32

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|-------------------------|--|---------------------------|------------------------------|
| POSITION TITLE | BDD Maintenance Superintendent (2246) | SALARY RANGE: | \$25.937 – 46.231 (N) |
| DEPARTMENT | Public Utilities | FLSA/UNION STATUS: | Exempt/ Nonunion |
| PERIOD TO APPLY: | 04/05/2019 – 05/05/2019 | POSITION STATUS: | Classified/ Full-Time |
| SUPERVISOR: | Rick Carpenter | LOCATION: | Water/ BDD |

GENERAL DESCRIPTION

The BDD Maintenance Superintendent oversees the maintenance of all Buckman Direct Diversion (BDD) facilities and equipment. The Superintendent develops and executes an asset management program; ensures the proper use and administration of a formal computerized maintenance management system (CMMS); assists in the procurement of and manages maintenance and repair contracts. The Superintendent ensures that the BDD facilities and equipment are maintained in compliance with manufacturer warranties. Performs professional level supervision and evaluation of assigned staff; schedules and directs maintenance work, and prepares and delivers training to maintenance staff. This position plays a key role in the BDD's overall operations and shares in the responsibility for staff hiring and training, and other major aspects of BDD daily operations.

Must pass WorkKeys™ skill assessment as a prerequisite for consideration for an interview. Must pass the applicable BDD certifications in all key areas of competency within one (1) year of hire for continued employment.

SUPERVISION RECEIVED

Works under the administrative direction of the BDD Facilities Manager.

SUPERVISION EXERCISED

Supervises all BDD maintenance staff in a 24/7/365 environment.

NATURE OF WORK

ESSENTIAL FUNCTIONS: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes and directs the work and supervises the maintenance staff of the BDD facilities.
- Develops Standard Operating Procedures and Standard Operating Job Procedures for use by Facilities and equipment maintenance staff in the execution of work at the facility.
- Oversees the work performed by crews (BDD staff, T & D staff, Source of Supply staff and contractors) in different trades who are engaged in the repair, maintenance, and care of facilities, equipment, buildings, and appurtenances.
- Manages contracts with contractors and vendors to ensure timely, accurate and satisfactory delivery of products and services.
- Develops and maintains a comprehensive and uniform maintenance program, including policies and procedures for performing maintenance, for all BDD facilities and equipment.
- Develops and maintains policies and procedures for performing maintenance on BDD facilities and equipment.
- Inspects facilities and equipment and confers with and advises the BDD Chief Operator and BDD Facility Manager, as appropriate, on problems encountered that may affect operations.
- Works in partnership with the BDD Regulatory Compliance Officer to ensure compliance with regulatory mandates.
- Prepares labor and materials cost estimates for individual maintenance and repair projects.
- Procures and maintains spare parts and consumables required to perform maintenance and repairs.

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- Participates in annual budget preparation; and coordinates the preparation and submission of periodic and special operating and financial reports, as required.
- Assists, as needed, in the development of plans and specifications for facilities expansion, development of long-range plans for facilities operations; manages and implements decisions, plans, and policies as directed by superiors.
- Prepares and monitors reports for the BDD Facilities Manager and, as may be required, for regulatory agencies. Ensures accurate entry of data into, and routinely backs up the Maintenance database.
- Assists in planning for the installation, maintenance, and calibration of sensing devices in direct relationship to water treatment such as pressure transducers, flow probes, pneumatic timers, meters, gauges, and other instruments.
- Ensures compliance with all water analysis per Standard Methods and the Federal Safe Drinking Water Act.
- Interprets technical and operational manuals, blueprints, diagnostic equipment and provides training to the maintenance staff.
- Provides recommendations to, and assists, the Training and Safety Officer in the development and implementation of safety policy and procedures.
- Assists with payroll for maintenance staff.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Associate's Degree in industrial maintenance technology, electromechanical maintenance technology, industrial maintenance, maintenance technology, facility maintenance, or related field. Bachelor's Degree in maintenance technology, engineering, water/wastewater technology, management or related field is preferred.

AND

Six (6) years of experience in the maintenance of water, wastewater or similar facility, two (2) years of which must direct responsible charge (lead worker responsibility) over maintenance staff, preferably in a water or wastewater treatment facility or other industrial facilities. Two (2) years of direct supervisory experience of maintenance staff in water or wastewater treatment facility or other industrial facility is preferred.

OR

An equivalent combination of education and experience. A Bachelor's Degree in maintenance technology, engineering, water/wastewater technology, management or related field may substitute for two (2) years of experience. Additional education may not be substituted for the required supervisory experience.

ADDITIONAL REQUIREMENTS

- Must possess a valid New Mexico Water Systems Level III State Certification or obtain the certification within six (6) months of hire. New Mexico Water Systems Level IV Certification is preferred.
- Must possess a CDL-B or obtain a CDL-B within six months of hire, and obtain a City of Santa Fe driving permit within three (3) months of hire date.
- Must pass a drug and alcohol screen prior to employment and periodically thereafter.
- Must pass WorkKeys™ skill assessment as a prerequisite for consideration for an interview.
- Must pass the applicable BDD certifications in all key areas of competency within one (1) year of hire for continued employment.

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- Must be able to comply with a respirator and other PPE requirements.
- Must have a telephone or an equivalent means of communication.
- Must respond to call out in the event of an emergency.
- May be required to perform shift work.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive Knowledge of the practices and principles of management and supervision; regulations governing workplace safety; safety hazards and safe work practices on the shop floor and in the field; safety program development and control; the equipment, tools, and methods used in maintaining a water treatment facility; diagnostic tools for evaluating thermographic imaging, rotational vibration and alignment; the operation and maintenance of electrical control devices and similar equipment; complex maintenance testing procedures and standards; materials, methods, tools, and equipment used in mechanical and electrical maintenance. **Knowledge of** energy management; basic budget development and control; mathematics; English grammar, spelling and punctuation; and computer hardware and software used in the control and maintenance of a water treatment facility.

Skill in developing and maintaining business relations and in interacting with staff, management, and contractors; the application of supervisory principles and practices; effective oral and written communication; maintenance of large rotational equipment, electrical power switching and distribution maintenance, control and instrumentation maintenance and troubleshooting; and developing and presenting technical training.

Ability to exercise considerable independent judgment and initiative in carrying out assignments; work independently; direct staff in daily activities and emergency response situations; evaluate the work of staff; gather and analyze data, draw conclusions, and make and implement recommendations; identify maintenance problems and determine the appropriate course of action; prepare read and understand construction plans and specifications; estimate equipment, material, and labor needs; assist in budget preparation; prepare written correspondence and reports; maintain records; establish and maintain effective working relationships with others; and use standard and specialized computer software applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is performed indoors and outdoors, sometimes in inclement weather or slippery surfaces, over six feet off the ground, and confined spaces. May be required to use an oxygen monitor in designated areas. Requires exposure to loud noises, vibrations, chemicals (including chlorine), toxic gases and fumes, germs, bacteria and allergens, welding flash, microwaves, sunlight, and oils. Work is strenuous and may require extended periods of walking, standing, lifting up to 50 pounds, carrying, bending, stooping, kneeling, crouching, reaching above the head and shoulders, speaking, hearing and good visual acuity. Work may require irregular work hours, late meetings, travel; and may be called out to address emergency situations.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out an application at the Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

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When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at the time of interview. Pre-placement physical exams are required for some positions. *Incomplete applications may delay or exclude consideration of your application.*