



Monterey Regional Waste Management District

Job Description

Position:	Equipment Maintenance Manager	Department:	Maintenance Shop and MRF Maintenance
Position Status:	Full Time/ Exempt	Bargaining Unit:	Management Unit
Reports to:	Director of Operations	Revised:	November 2019

DEFINITION

The Equipment Maintenance Manager is responsible for executing the strategic objectives of the Equipment Maintenance and Materials Recovery Facility (MRF) Maintenance Departments and directing all operations to ensure optimal and efficient performance of the departments.

DISTINGUISHING CHARACTERISTICS

This position is responsible for managing a wide variety of functions and staff engaged in the District's vehicle, heavy equipment, and fixed equipment maintenance and repair. This position is a member of the District's management team and provides advice and counsel to the Director of Operations regarding strategic objectives and problem-solving issues relating to the assigned Department(s). This position is a member of the Management bargaining unit.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Establishes vehicle goals and objectives of Equipment Maintenance Shop and develop initiatives to meet business objectives, including the planning, preparation and implementation of production schedules.
- Establishes MRF Equipment goals and objectives of MRF Maintenance Operations and develops initiatives to meet business objectives, including the planning, preparation and implementation of preventative maintenance schedules.
- Develop processes and procedures to ensure quality, efficiencies and productivity, establishes work priorities/schedule and estimates repair costs.
- Provide direction and supervision to assigned staff, staff scheduling, training, coaching, time and attendance management and performance management; establishes preventive maintenance programs; maintains inventory of parts and supplies; maintains records on time and materials used.
- Assists department staff with problem solving; inspects work for compliance with quality and quantity standards.
- Maintain and improve work order tracking procedures and protocols for all maintenance personnel for accurate assessment of equipment and staff performance.
- Ensures compliance with health and safety regulations, including training, reporting, investigation and effective resolution of safety issues. Develop, revise and update operational procedures, including for future service and activity requirements.



Monterey Regional Waste Management District

- Oversees the BIT inspection program as it relates to the commercial vehicles ensuring regulatory compliance; inspects, diagnoses, and repairs, as necessary, mechanical and/or electrical defects on District automobiles, trucks, heavy equipment, other power-driven equipment, and stationary equipment.
- Develops Equipment Maintenance and MRF Maintenance Operations annual operational and capital expense budgets and oversee expenditure controls.
- Prepare and present board reports, as requested, at Board of Directors Meetings.
- Read, write and communicate effectively with employees at all levels of organization.
- Operate a computer and office equipment to effectively perform administrative tasks related to the operation of department and effective employee management.
- Proficiency in the use of Microsoft Office suite (Excel, Word, Outlook) and software such as: CFA, Mega-Tronics and search engines is required
- Compliance responsibilities include:
 - CARB “Doors”-Off-Road Emission Regulation reporting system for off road equipment,
 - Public Fleet Rule reporting requirements for on-road fleet. Monitor compliance and changes in regulations.
 - Annual emission testing for gasoline and diesel fleet.
 - Annual safety inspections of aerial lifts, hoist, cranes.
 - Insure satisfactory status in CHP BIT inspection program and insure vehicle compliance with DOT regulations.
 - Maintains fuel and oil dispensing equipment.
 - Maintain OSHA compliance.
- Adhere to an assigned work schedule and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

The incumbent in this position provides lead direction to and to manage the performance of the Maintenance Shop Supervisor and MRF Equipment Maintenance Supervisor, and/or other District personnel as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods and practices pertaining to the operation of an equipment maintenance and repair facility.
- Principles, methods, materials, equipment, procedures, and practices used in operation, care, maintenance and repair of gasoline, CNG, and diesel engines and components.
- Principles and methods of gas and electrical welding; fundamentals of electricity, both AC and DC.
- Working knowledge of automotive, heavy equipment, heavy duty trucks, small engine portable equipment and tools and equipment involved with their repair; engines, transmissions, drive train, lubrication systems, hydraulic systems, brake systems, emission systems, computerized diagnostic systems, tires, welding, fabrication, operation of welding fabricating tools and equipment.



Monterey Regional Waste Management District

- Working knowledge of MRF equipment; conveyors, walking floors, trommel screen, wood grinder, finger screen, disc screen, HVAC systems, electric motors, gear boxes.
- Recordkeeping and reporting procedures including a working knowledge of relevant computer software and hardware.
- Knowledge of safety regulations and compliance pertaining to maintenance and repair operations.
- Sound customer service practices and procedures.
- Knowledge of principles and practices of effective performance management, supervision, evaluation and development of employees.
- Knowledge of principles and practices of exemplary customer service.
- Knowledge of budget development and expenditure control.
- Knowledge of techniques and methods used in long term service planning and facility operations scheduling.

Ability to:

- Demonstrate strategic thinking and an ability to execute against formulated strategy.
- Demonstrate ability to lead change initiatives.
- Demonstrate problem-solving, analytical, critical-thinking and decision-making skills.
- Demonstrate and promotes ethical behavior.
- Demonstrate intermediate skill in MS office: Outlook, Word, Excel, PowerPoint
- Set and pursue aggressive goals, demonstrating a strong commitment to organizational success and marshaling resources to accomplish goals and objectives.
- Develop, implement and carry out preventive maintenance programs.
- Estimate time, labor, and materials cost for maintenance and repair projects.
- Collaborate across District functions; establish and maintain cooperative working relationships, build and works with teams.
- Think creatively and challenge conventional solutions.
- Demonstrate strong leadership skills and proven judgment of talent, with an emphasis on developing high performance teams.
- Read and write at the level required for successful job performance.
- Prepare and maintain a variety of records, reports, and correspondence using computer system/software.
- Work independently and apply sound judgment and critical thinking skills to make effective decisions.
- Communicate clearly and concisely orally and in writing, in a variety of circumstances.
- Effectively interpret, implement, and enforce applicable provisions of federal, state, and local laws and District rules, regulations, policies and procedures.

EDUCATION & EXPERIENCE

Bachelors' degree is highly desired. Experience can be substituted for education on a year for year basis **OR** 10 years' experience managing a Maintenance Shop.

LICENCES & CERTIFICATIONS

- California Class C Drivers' License is required. CA Class B driver's license desired.



Monterey Regional Waste Management District

PHYSICAL AND SENSORY REQUIREMENTS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

Work Environment – Normally, work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, moderate exposure often works around fast-moving vehicles and equipment; constant contact with staff and the public.

Special Demands - Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date