



Monterey Regional Waste Management District

Job Description

Position:	MRF Maintenance Supervisor	Position Status:	Full Time/Non-Exempt
Department:	MRF Maintenance	Bargaining Unit:	Operations Unit
Reports to:	Equipment Maintenance Manager	Revised:	January 2020

DEFINITION

Under general direction, plans, directs, organizes, coordinates and provides oversight of District's Materials Recovery Facility (MRF) equipment maintenance operations; This includes supervision of MRF Maintenance staff, development and implementation of policies and procedures, coordinates with leaders from within and outside the department to ensure productive and efficient operations.

DISTINGUISHING CHARACTERISTICS

This is a single position job classification. The incumbent provides day-to-day supervision and direction of assigned staff and assists in the more complex tasks as needed. The individual in this role must be comfortable working in a fast-paced environment that is subject to long hours including weekends and evenings and on-call status.

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.

- Must be able to regularly work near or around high-powered magnets, as there are six such magnets inside the MRF building, which prohibit persons with pacemakers to be near or around them.
- Provides direction and supervision to MRF Maintenance staff including but not limited to performance management, time and attendance, work planning and scheduling, and employee training and development, etc.
- Maintain physical and dollar inventory of all maintenance materials.
- Directs assigned staff in electrical, electronic, mechanical, hydraulic, pneumatic, and utility systems maintenance and repair of machinery and equipment.
- Directs assigned staff engaged in dismantling, assembling, and installing industrial machinery.
- Directs maintenance staff to ensure that all systems operate at their highest efficiencies to meet required production schedules, quality, costs and schedule priorities.
- Determines equipment capabilities, improves reliability, safety, and operational condition in coordination with the other Supervisors and Managers.
- Develops preventative maintenance procedures that are cost effective and increase the operational life of the equipment.
- Develops, implements and reviews regularly, site-specific maintenance logs for department. Provide input as needed on capital equipment purchases.
- Create and maintain a safe environment.
- Responsible for adhering to government regulations and permits relative to safety and overall facility.
- Resolve maintenance problems to ensure minimum costs and prevent operational delays

- Suggest changes in working conditions and use of equipment to increase efficiency of overall plant or work crew.
- Review activities, costs, operations, and forecast data to determine department progress toward stated goals and objectives.
- Confer with Director of Operations, MRF Manager and Equipment Maintenance Manager on a regular basis to review achievements and discuss required changes in goals or objectives resulting from changing conditions.
- Assists with developing department employee relations by continued communication of all information affecting them and by conducting monthly departmental safety meetings.
- 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.
- Must always show cooperation and respect to fellow employees and supervisors.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

The incumbent in this position provides direct supervision to MRF Maintenance staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

- Coordinates, arranges, and supervises, or provides for the completion of corrective and preventive maintenance in accordance with operating procedures, practices and financial considerations.
- Assists assigned staff in diagnosing malfunctions in machinery and equipment.
- Assist in maintaining departmental operating budget at a positive variance by effectively utilizing the workforce and equipment.
- Ensures that equipment and facility are maintained in a safe, operable condition.
- Establishes procedures and contacts to ensure timely repairs of equipment.
- Analyzes production downtime reports, determines opportunities, and initiates action plan to increase efficiencies.
- Communicate with outside agencies i.e. contractors, equipment suppliers, technical consultants and vendors.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- General laws, codes and regulations related to facilities maintenance and equipment.
- Principles, methods, tools, equipment, and materials used in a manufacturing environment, maintenance, repair, and construction work in solid waste management operations, a landfill site, and/or a materials recovery facility.
- Methods, procedures, and standard practices related to facility and grounds maintenance, programs, projects, and functions.
- Principles, methods, tools, equipment, and materials used in maintenance, repair, and construction.

- Characteristics, operation, and routine maintenance of motorized equipment and vehicles including loaders, trucks, and related equipment.
- Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment and BIT qualified vehicles.
- Principles of supervision, work direction, coordination, training, scheduling, and employee evaluation.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Understand highly regulatory issues (current and proposed) and appropriate permitting for solid waste facilities, recycling operations and programs.
- Work independently with minimal supervision; manage and evaluate the work of others; prepare clear and concise plans, specifications, and technical reports.
- Develop and implement appropriate procedures and controls; exercise sound, expert independent judgment within policy guidelines; develop and administer departmental goals, objectives, and procedures; adjust standard operating procedures as necessary to improve organizational effectiveness.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Facilitate group participation and consensus building; operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and effectively both orally and in writing.
- Apply sound judgment in a variety of circumstances with or without specific instructions.

Training, Education and Experience

- Five years related experience installing, maintaining, and repairing production equipment including electrical, mechanical, pneumatic, and hydraulic systems is necessary.
- Excellent mechanical aptitude is essential including the ability to weld and use repair shop equipment and hand tools. Experience with PLC helpful. Effective oral and written communication skills are required. Must be able to read schematics.
- Associates Degree and Supervisory experience is preferred. Or, any combination of training, education and experience which would likely provide the required knowledge and abilities to perform the essential functions of the position. High School diploma or equivalent is required.

REQUIRED CONDITIONS OF EMPLOYMENT

- Pass a pre-employment physical examination including drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position.
- Work overtime, weekends and holidays, as assigned.
- Work under such adverse conditions as inclement weather, heat, dust, noise and potential exposure to hazardous materials and chemicals.

License or Certificate:

Possession of or ability to obtain Class B California Drivers' License within six (6) months of hire date.

TYPICAL WORKING CONDITIONS

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 - Frequently stand and walk on flat and uneven surfaces, steps and ladders; bend at waist and reach over mechanical equipment for extended periods of time, lay under equipment for extended periods of time; ability to frequently lift and/or move up to 50 pounds; vision sufficient to read printed material and/or manuals, acute vision, depth perception and peripheral visions, visual color discrimination; hearing sufficient to conduct in person and telephone conversations; physical agility to push/pull, squat, crouch, kneel, twist, turn, bend at waist, stoop and reach overhead; physical mobility sufficient to move about the maintenance shop and District grounds during inspections; manual dexterity and hand-eye coordination sufficient to use hand tools and shop equipment; write, use telephone, computer, business machines and related equipment.

Mental Demands - While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information and documents; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, 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 dirt, dust, fumes, grease, oil, noise, garbage, foul odors; moderate exposure to electrical current and energy; often works around moving vehicles and equipment; constant contact with staff and 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

Employee Name – Please Print