



**ELECTRICAL DISTRICT NO. 3 OF PINAL COUNTY
HUMAN RESOURCES DEPARTMENT**

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POSITION TITLE:	Maintenance Supervisor	EXEMPT STATUS:	Non-Exempt
DEPARTMENT:	Maintenance	SALARY GRADE:	XXXXXXXXXXXXXXXXXXXXXX
LOCATION:	District Office 41630 W Louis Johnson Drive Maricopa, AZ 85138-5402	SALARY RANGE:	XXXXXXXXXXXXXXXXXXXXXX
REPORTING RELATIONSHIP:	This position reports directly to the MSIDD Director of Operations.	SUPERVISORY RESPONSIBILITY:	This position exercises direct supervision over assigned maintenance personnel.

ED3 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, ED3 will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

JOB DESCRIPTION:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the needs of the District.

JOB SUMMARY:

Under the Direction of the MSIDD Director of Operations, this position will plan, organize, direct, and supervise a variety of skilled maintenance operations and activities that include construction/pipelines, facilities maintenance, and canal maintenance; and to perform a variety of technical tasks relative to the assigned area of responsibility. These activities cover the water distribution system, District facilities, and District access roads of the MSIDD service area.

ESSENTIAL DUTIES:

- Performs all Maintenance Equipment Operator duties, including operate and drive construction equipment.
- Knowledge of District policies, rules, regulations, and procedures.
- Develop and recommend policies and procedures related to assigned work.
- Direct, oversee and participate in the development of the maintenance work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Responsible for department budget preparation; prepare cost estimates for budget recommendations; submit justifications for equipment, materials, and supplies; monitor and control expenditure. Administer the approved department budget.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
- Inspects District facilities for needed maintenance and repairs; coordinate system for preventative maintenance.
- Supervise the maintenance of time, material, and equipment use records.
- Supervise activities related to the construction, maintenance, replacement, and repair of pipelines and various water conveyance and distribution systems/facilities.

- Supervise and assist in canal maintenance and repair activities including clearing and repair of canals, and locating leaks, relining activities, and canal improvement projects.
- Responds to emergency repairs in a lead capacity as needed.
- Maintains records and writes a variety of reports and memos on work performed, materials and equipment utilization, and Department project list; maintains daily and monthly reports.
- Identify maintenance and repair needs, and recommend corrective action.
- Organize, implement, and direct a variety of construction and maintenance operations/activities. Interpret and explain pertinent water maintenance and department policies and procedures. Assist in the development and monitoring of an assigned program budget. Develop and recommend policies and procedures related to assigned operations. Operate and use modern office equipment including a computer and applicable software. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Supervise, train, motivate, coach and evaluate assigned staff
- Report any safety risks or hazards to management personnel.
- Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner. Responsibility to ensure that all personnel under your supervision are: Obeying and promoting safe work practices; Properly trained in safe work practices and procedures; Utilizing proper protective equipment. Operating equipment properly; Acknowledging the use of safeguards by other employees; Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings; Following OSHA regulations.
- Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive working environment.
- Perform related duties as assigned.

MINIMUM AND PREFERRED QUALIFICATIONS:

Minimum Qualifications

- High School Diploma or GED.
- Must hold and maintain valid Arizona driver's license.
- Must hold and maintain a CDL. If no current CDL must be able to obtain a CDL license with necessary endorsements within 90-days of date of hire.
- Must be able to operate vehicles with either stick shift or automatic transmission.
- Must pass employment drug screening test.

Requirements

- Must have the ability to work independently or as part of a crew.
- Ability to perform basic math calculations and conversions.
- Ability to perform corrective action in emergency situations.
- Critical thinking and problem solving skills.
- Ability to read and follow written or drawn instructions.
- Principles and practices associated equipment, tools and materials used in the construction, installation, maintenance, and repair of water delivery and conveyance systems, and facilities.
- Principles and practices of supervision, training, and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Modern office equipment including use of applicable computer applications, including word processing, spreadsheet, and email.
- The ability to work overtime or various shifts as assigned.
- The ability to multitask.

EXPERIENCE:

- Working knowledge of equipment utilized in job duties.
- Preferred Experience:
Five years of increasingly responsible experience in equipment and construction, maintenance, and repair; including one year providing technical and functional supervision over assigned personnel. With a preference in water related maintenance.

PHYSICAL REQUIREMENTS:

- Able to lift a minimum of 50 pounds, occasionally lifting over 100 pounds.
- Able to withstand extreme weather conditions while working.
- The employee is required to stand, walk and use hands to operate objects, tools or controls.
- Must be able sit or stand for long periods of time.
- Must be able to climb, balance, stoop and kneel.
- Must be able to perform physical labor.

WORK ENVIRONMENT:

While Performing the duties of this job, the employee regularly must work within the following conditions:

- Close proximity to moving water in irrigation canals.
- Slippery and / or uneven terrain; working in mud and water or over water.
- Outside weather exposure.
- Various work locations, primarily outdoors and often remote to District office and shop.
- Field work required; employee will be exposed to outdoor environment.