

**JOB DESCRIPTION**  
**Industrial Engine Supervisor**  
**Code Number: 50003**

**GENERAL PURPOSE**

Under general direction, plans, assigns, directs and inspects the work of personnel engaged in a wide variety of skilled, journey-level duties in the maintenance, repair and overhaul of large industrial stationary engines (natural gas and diesel); and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Industrial Engine Supervisor provides first-line supervision, technical assistance and training to a staff of entry to journey-level personnel engaged in the installation, maintenance, repair and overhaul of large stationary industrial engines and related equipment and machinery. Incumbents are responsible for formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities.

This class is distinguished from the lower class of Senior Industrial Engine Technician in that it is a full first line supervisor. It can be further distinguished from the higher class of Mechanical Services Manager by that classification's managerial and administrative responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

Participates in the interview process and the selection and training of personnel engaged in the installation, maintenance, servicing, repair and overhaul of large industrial stationary engines.

Plans and evaluates the performance of assigned personnel; writes annual performance evaluations; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with District personnel rules, policies and labor contract provisions.

Provides day-to-day leadership and works with staff to ensure a high performance, customer-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.

Participates in the development of operating budget recommendations, authorizes the purchase of materials and monitors work activities and expenditures to control costs.

Plans, lays out, schedules, leads and participates in a variety of skilled, journey-level duties involved in the inspection, diagnosis, troubleshooting, maintenance, repair and servicing of large industrial stationary natural gas and diesel engines, ranging in size from 6 cylinders and larger, located at numerous sites throughout the District.

Diagnoses malfunctions and performs minor and major overhauls on large industrial engines and related appurtenances, such as pumps, valves and right-angle drives.

Plans and lays out work from instructions and/or work orders, using blueprints, sketches and drawings.

Operates overhead cranes, forklifts, compressors, pneumatic and electric tools, steam cleaners, pneumatic and related tools and equipment.

Schedules and coordinates activities with other sections and divisions.

Ensures the timely and accurate completion of preventive and predictive maintenance activities.

Researches new operational methods, techniques and equipment and recommends their application.

Researches, orders, and tracks parts from suppliers and vendors for maintenance activities.

Plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; maintains records in the form of blueprints, plans and specifications for industrial and water works equipment and machinery.

Provides on-the-job training in the proper and safe performance of the unit's work and in the use of tools and equipment; inspects and evaluates the work of assigned personnel.

Responsible for carrying out the District's safety program; ensures subordinates follow safety practices in work methods and procedures; ensures proper safety procedures while working in dangerous situations; educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.

Develops, reviews and updates written maintenance instructions and schedules.

Writes and approves work orders using the computerized maintenance management system pertaining to work orders related to gas engine maintenance and repair and related work that needs to be performed by other departments.

Responds to emergency situations as necessary.

May participate in long-term planning to assess future needs.

Performs related duties as assigned.

### **BALDRIGE RELATED DUTIES**

Supports and promotes the application of Malcolm Baldrige principles in the oversight of operations within the business unit.

Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.

Develops and monitors team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans.

Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of effective supervision, including selection, training, work evaluation and discipline; principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards; District personnel rules, policies, and labor contract provisions; practices, methods, techniques, tools and equipment used in the installation, maintenance, repair and overhaul of large industrial stationary engines (natural gas and diesel) gear heads and related equipment and machinery; machine shop procedures and practices; safety practices, safe work methods and safety regulations pertaining to the work; shop mathematics; use and operation of oxyacetylene and electric arc welding equipment and materials; Safe Drinking Water Act and relevant EPA regulations; computer applications related to the work; codes, ordinances and regulations pertaining to the work; federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.

**Ability to:**

Plan, organize, estimate, assign, review and evaluate the work of others; select, motivate and evaluate staff and provide for their training and development; diagnose, troubleshoot, overhaul, service and repair a wide variety of large industrial stationary engines (natural gas and diesel), gear heads and related equipment and machinery; use precision and diagnostic instruments to measure required tolerances of mechanical parts; motivate and coach staff and provide for their training and development; prepare clear and concise records, reports and other written materials; identify and implement effective courses of action to complete assigned work; read and interpret plans, specifications and manuals; exercise sound independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District management and staff; coordinate work assignments with other sections, divisions or departments.

**Baldrige Based Knowledge and Abilities****Knowledge of:**

Principles of managing by fact and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

**Ability to:**

Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above graduation from high school, or G.E.D. equivalent; and six years of journey-level experience in the diagnosis, maintenance, repair and overhaul of large stationary industrial engines (natural gas and diesel); or an equivalent combination of training and experience.

## **Licenses; Certificates; Special Requirements:**

A valid California driver's license, Class A, with hazardous materials and tank endorsements, and the ability to maintain insurability under the District's Vehicle Insurance Policy. All District employees required to possess a valid Class A driver's license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee 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 job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; climb and balance; stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee occasionally works in extreme outside weather conditions; regularly works near moving mechanical parts, exposed to wet and/or humid conditions, and on slippery and uneven surfaces. The employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock. The noise level in the work environment is frequently loud.

**FLSA DETERMINATION:** Meets executive exemption from overtime.