

Jurisdictional Class: Competitive
Adopted: March 13, 1991
Revised: February 22, 2012

WASTEWATER TREATMENT PLANT MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for overseeing and performing a wide variety of maintenance and repair activities at a Wastewater Treatment Plant. Work is performed under the direction of the Chief Wastewater Treatment Plant Operator, with leeway allowed for the exercise of a considerable degree of independence in carrying out the duties in conformance with established policies and procedures. Supervision is exercised over the work of subordinate maintenance personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Has direct charge of routine maintenance and repair activities for the wastewater treatment plant;
Supervises and performs a wide variety of repairs to pumps, mechanic screens, degritting equipment, chlorine equipment, belt filter presses, sludge and grit conveyors, filters, compressors, piping, and other pneumatic and hydraulic equipment;
Develops, oversees, and updates a comprehensive preventative maintenance program and ensures compliance;
Insures that appropriate safety measures are observed in the performance of the various kinds of work;
Maintains or assists in the maintenance of a running inventory of parts and equipment and insures adequate supplies are on hand at all times;
Maintains computerized records on maintenance activities, equipment information, repairs, parts and supplies, inventory and maintenance costs, ordering information, and historical work information in regard to the Wastewater Treatment Plant and produces required reports;
Instructs and trains subordinate employees in maintenance and repair methods and techniques;
Responsible for assigning maintenance personnel to specific jobs;
Evaluates the complexity of repair jobs and, in the case of major repairs, recommends the use of outside contractors;
Coordinates work with outside contractors to ensure that projects are completed in a timely and efficient manner;
Makes budget recommendations to the Chief and inputs budget information in computerized system;
Conducts periodic inspections of all equipment and machinery.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods, tools, and common practices involved in the operation, maintenance, and repair of machinery and equipment contained in a wastewater treatment plant;
Good knowledge of the common practices, tools, terminology, and safety precautions used in the operation and maintenance of a wastewater treatment plant;
General knowledge of electrical, instrumentation, and communication systems;
Ability to work from plans, specifications, blueprints, and rough sketches;
Ability to plan and supervise the work of others;
Ability to maintain computerized records;
Ability to communicate effectively both orally and in writing;
Initiative and resourcefulness in solving mechanical problems;
Mechanical aptitude;
Manual dexterity;
Sound judgment.

Wastewater Treatment Plant Maintenance Supervisor

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience maintaining and repairing wastewater treatment plant equipment; two (2) years of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a valid New York State Driver's License at time of appointment.