

Title: Wastewater Equipment Maintenance Supervisor
PG: 49
Status: Civil Service
Position Reports to: Wastewater Collection Superintendent
Department: Water Utilities

Class Code: 7101
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly skilled technical, supervisory work in the installation, maintenance, and repair of machinery and equipment in wastewater treatment, disposal facilities, alternative water supply systems and pumping stations. Work involves the responsibility for the proper maintenance of all mechanical and electrical equipment and machinery at wastewater treatment, disposal facilities, alternative water supply systems and pumping stations. Work also includes supervision of personnel, equipment, and vehicles required to perform these services. Work is performed under general administrative supervision and is reviewed by periodic inspections, equipment performance, and feedback from supervisors of the respective sections.

ESSENTIAL FUNCTIONS:

1. Accurately assesses mechanical and electrical equipment, evaluates performance, and makes decisions as to maintenance and repair requirements. Accurately assesses equipment operational status and coordinates all repairs.
2. Establishes, operates and maintains a preventive maintenance program.
3. Directs the more difficult repairs when necessary or arranges and coordinates the work of outside contractors.
4. Prepares cost estimates, requisitions for materials, and maintains parts inventory control.
5. Supervises mechanics and electrical technicians in the installation, maintenance, and repair of all treatment facility and pumping station equipment.
6. Provides comprehensive maintenance records and utilizes a computerized maintenance program to track cost, repair frequency, etc.
7. Recommends alterations in equipment, maintenance procedures and schedules.
8. Trains employees and provides instruction on safe work practices.
9. Works in confined spaces or hazardous areas.
10. Supervises, counsels, evaluates and administers policy related to direct reports.
11. Establishes good communications and relationships with other City divisions, departments, and customers.

ADDITIONAL RESPONSIBILITIES:

1. Assists in monitoring and maintaining the telemetry alarm system.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of operation and repair of electrical, mechanical, hydraulic, and pneumatic components of wastewater treatment plants and pumping stations.
2. Thorough knowledge of tools, methods, and practices used in a variety of mechanical trades.
3. Thorough knowledge of safety regulations, hazards and precautions, and ability to promote safety among subordinates.
4. Basic knowledge of vibration monitoring, mechanical alignment, welding, elementary drafting, and blueprint reading.
5. Ability to coordinate, schedule, assign and direct the activities of subordinate employees in accomplishing tasks while maintaining a good unit working relationship.
6. Ability to compose and complete technical records and reports.
7. Ability to bend, stoop, twist and stand for long periods of time.
8. Ability to work outdoors under a variety of climatic conditions.
9. Ability to climb stairs and ladders, and to walk over uneven and/or broken surfaces.

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10. Ability to establish and maintain harmonious and effective working relationships with supervisors, co-workers, other City employees, and the general public.
11. Strong computer skills are required. In addition to general office and communication applications, the utility operates computer-based control, telemetry, security and work management programs.

WORKING ENVIRONMENT/CONDITIONS:

Requires manual work that involves walking or standing some of the time and exerting up to 75 pounds of force on a recurring basis. Reaching, bending, and stooping may be required on a routine basis.

The job risks exposure to chemical, biological, electrical and mechanical hazards. The employee will be required to work in bright/dim light and adverse weather conditions. Frequent exposure to the general hazards of the industrial working environment and construction sites are also possible.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

The position requires operation of a motor vehicle both on and off road.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Four (4) years of journeyman level experience in the repair and maintenance of machinery including engines, motors and pumps, preferably in the wastewater environment.
3. One (1) year of supervisory experience in a comparable position.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida Class "B" Commercial Driver's License within one year of employment.
2. Must maintain a valid home telephone number.
3. Required to pass and maintain qualification for:
 - a. Respiratory Protection Physical
 - b. Pulmonary Function
 - c. Qualitative and Quantitative Fit Test(s)
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.