



Wastewater Plant Maintenance Supervisor

Category: Classified
Pay Grade: C29
Job Code: 17177

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is advanced level supervisory and administrative work planning and scheduling repair and maintenance work of reclaimed water, wastewater, bio-solids residuals, and reclaimed water equipment located at the South Cross Bayou Water Reclamation Facility. Emphasis of the work is on analyzing workload and employee availability, prioritizing requests, and adjusting schedules to meet work priorities. Work specializes in the management of detailed job plans, equipment specifications, labor projection costs, locations and preventive maintenance modules. Work may require utilization of knowledge in various trades such as electrical, plumbing, welding, and other tasks to locate and correct malfunctions and for improvement of heavy industrial equipment and facilities. The wide variety of equipment utilized is complex, diverse, and specialized and may be located in various locations, requiring adaptability and ability to work independently. Considerable independent judgment and initiative is exercised in prioritizing large volumes of repair and maintenance work. The incumbent reports to a plant manager, or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Manages or supervises all plant and equipment repair and maintenance activities performed on electrical, chemical, and mechanical equipment.
- Supervises technical staff engaged in the day-to-day operations of the wastewater treatment plant.
- Determines scope of work such as repair, maintenance, or new construction; analyzes workload and personnel availability.
- Reviews engineering designs and makes recommendations to ensure the integrity of the wastewater facility for current development and future planning.
- Develops life cycle plan and cost effectiveness of repair vs. replacement.
- Develops, improves, implements and maintains section's Preventive Maintenance Program.
- Prioritizes and assigns time estimates; forecasts and schedules maintenance and repair activities, estimates costs, and submits cost/benefit analyses for a designated utilities service area.
- Reviews and performs contract management on contracts pertaining to maintenance and equipment.
- Reviews work order material requisitions for maintenance and repair work.
- Maintains work in progress file; updates file as work is received and completed.
- Trains and supervises subordinate staff.
- Instructs staff in the safety and health risks associated with confined spaces and hazardous gases, safety equipment and safe working procedures related to wastewater operations.
- Makes field visits to check on work in progress and attends meetings with section heads and superiors to discuss schedules and workload.
- Oversees the equipment's overall compliance with Federal and State environmental regulations.

- Maintains records to include project development, equipment utilization, maintenance scheduling and repair costs to provide comprehensive evaluation data of work progress and completion.
- Prepares technical specifications for equipment acquisition.
- Requisitions and maintains replacement parts in central stock to permit completion of repairs.
- Coordinates with other agencies, departments, vendors, consultants, divisions, or sections to ensure proper support activities or joint projects are accomplished.
- Promotes team work and continuous improvement within the work group as well as coordination and cooperation with other work groups, divisions, departments, etc.
- Ensures that all safety procedures, guidelines, documentation, and records are well maintained and current.
- Troubleshoots equipment problems and recommends solutions as appropriate.
- Monitors new technology for ideas to reduce cost, improve efficiencies, and increases equipment up time.
- Prepares project cost estimates, orders, or requisitions material and equipment to facilitate repairs.
- Responds to emergency calls and situations as needed or directed.
- Monitors PM completion efficiency and backlog and recommends actions to maintain completion compliance.
- Participates in the management of change workflow as designated by management.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED); and Five (5) years of journeyman experience in heavy mechanical, electrical equipment, machinery, and controls used in water or wastewater treatment plants and two (2) years of planning, scheduling, and analyzing manpower, materials, and equipment requirements that includes team leader or supervisory experience; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to obtain and possess certification in designated areas according to area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of types of reclaimed water and wastewater handling equipment (motors, valves, pumps, centrifuges, electronic sensors and related support equipment).
- Knowledge of how to repair and operate industrial equipment, such as pumps, chemical feeds, motors, gear boxes, tanks, gates, actuators, etc.
- Knowledge of principles and practices of electrical, plumbing, welding and possibly other trades.
- Knowledge of reclaimed water distribution and wastewater collection systems and related equipment.
- Knowledge of administrative policies and procedures, and contractual agreements pertaining to maintenance and equipment.
- Working knowledge of Computer Maintenance Management Systems (CMMS), which includes the ability to create job plans, preventative maintenance plans, and run relevant reports.
- Knowledge of appropriate safety regulations and best practices to ensure safety of staff.
- Skills in interpersonal relations, communication, team building, facilitation, networking, and negotiation.
- Ability to plan, prioritize, manage and supervise an entire plant location/operation with subordinate teams and ongoing projects related to reclaimed water and/or wastewater treatment systems maintenance, repairs and operations.
- Ability to manage, assign, supervise and evaluate the work of assigned personnel, budget, short term/long term scheduling and administrative systems.
- Ability to identify problems, determine possible solutions, and actively work to resolve the issues.
- Ability to understand technical repair diagnoses and estimate time required to complete large volume repair and maintenance work.

- Ability to estimate costs in terms of labor, supplies and equipment.
- Ability to determine the advisability of distributing specialized repair work to outside vendors.
- Ability to prioritize work among multiple facilities, projects, and teams.
- Ability to troubleshoot electrical and mechanical equipment malfunctions to adjust, repair, or replace equipment to maintain desired operations.
- Ability to perform technical computations, analyze data and prepare and submit reports based on findings.
- Ability to coordinate, lead, and supervise work completed or performed by others.
- Ability to perform a combination of skilled trade's tasks such as electrical, plumbing, mechanical, welding, and other knowledge required to maintain, repair and improve reclaimed water and wastewater operations.
- Ability to adjust and regulate a variety of automatic or manually controlled auxiliary equipment to ensure safe operations.
- Ability to effectively use computers in daily activities.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.