

WWTP MAINTENANCE SUPERVISOR

JOB CLASSIFICATION

GENERAL FUNCTION

Plans, organizes, directs, supervises, and participates in all maintenance activities for the wastewater treatment plant, remote lift stations, and odor control stations; to include but not limited to mechanical, electrical, instrumentation and controls and computer and telemetry systems.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES (Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Responsible for ensuring all wastewater utility equipment is in proper working condition and maintained according to the manufacturer's specification and or industry standards. Facilitates down time as related to equipment failure is minimal and all equipment is subject to an aggressive preventative, corrective maintenance program.

Establish and maintain a safety program. Ensure all maintenance personnel are properly trained and competent in tool applications, equipment operations and hazardous job execution.

Executes risk management. Establishes work priorities in order to minimize the City's risk for raw sewage overflow, permit violations and/or odor complaints.

Investigate all equipment failures for root cause analysis. Determines the type of repair required whether overhaul, reengineered specification, or upgrade replacement

Monitor equipment performance for operational efficiency, and water and energy conservation. Develop new equipment specifications in accordance with industry standards, equipment improvements and/or upgrades.

Locates, communicates directly, and negotiates terms with vendors for equipment purchases, and contractors for contract execution and warranty work

Plans and coordinates large task execution requiring multiple division and contractor participation.

Reviews engineering plans, drawings and blueprints, and communicates directly with engineering staff during contract development and contract performance.

Monitor and ensure all maintenance activities are documented in the preventative and corrective maintenance work order system. Review validity and completeness of work order data concerning machinery history, repair parts and man-hours.

Establish and monitor repair parts inventory system. Ensure repair parts are current in accordance with installed equipment and minimized to control investment.

Review all maintenance staff expenditures and purchases to support budgeting and work order documentation.

Complete employee evaluations as defined by City policy and procedures. Assist employees in developing goals and objectives for professional development. Counsel employees as required.

Meet with general public in response to complaints and/or advisement of future repair planning as required.

Ensure Operations and Maintenance manuals are maintained current with upgrades and new development.

Brief upper management on current equipment status, and recommendations for future planning.

Other Duties

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

KNOWLEDGE, SKILLS AND ABILITIES (Entry Requirements)

Knowledge of:

Materials, methods and procedures for the maintenance of the WWTP and lift stations. Computerized parts inventory, work order and equipment history database applications. Individual process equipment including programmable logic controllers, motor controls, hydraulic power systems, and mechanical seals. AC and DC motor theory and principles of variable frequency drives. Potential mechanical and electrical hazards and required safety precautions.

Ability to:

Effectively supervise, counsel and direct a multi-skilled workforce. Effectively communicate both orally and in writing, technical information to management and fellow employees. Read and interpret technical specifications, plans and reports. Prepare operational reports and extensive equipment history records. Operate all equipment and tools normally associated with maintenance activities in an industrial plant. Accurately align and perform skilled repair of rotating machinery. Analyze and research complex maintenance problems and formulate alternatives, cost estimates, priorities, and recommendations. Organize, schedule work and train other employees. Work safely around 480-volt electrical equipment. Work independently. Effectively implement and participate in all federal, state and local government regulations. Read and understand prints, blueprints and calculate mathematical problems.

QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)

Any combination of education and experience equivalent to a High school diploma and two (2) years of education in industrial electrical/mechanical maintenance, and ten (10) years progressively responsible maintenance and supervisory experience in a process or production industry, preferably water or wastewater, or other equivalent maintenance/repair environment. Washington State Driver's License is required.

Special Requirements

Ability to qualify in CPR, First Aid, Flagger, and forklift Operator.

PHYSICAL REQUIREMENTS

Required to work in all areas of the Wastewater Utility. Often transitions from indoor to outdoors. Some portion of the WWTP are hot, cramped and/or may contain offensive odors. Some surfaces are slippery and/or have open grates. Due to size, location and various levels within the WWTP and lift stations, the ability to sit, walk, climb stairs and ladders and agility is required. Must be able to work with various tools of the trade, both hand and powered. Must be able to lift at least 50 lbs. Must be able to work in confined spaces.

WORKING CONDITIONS

Work is performed while sitting in an office environment 50% of the time. Frequent work in and around raw sewage. Working in confined spaces. Work near high voltage. In close contact with a variety of combustibles, corrosives, toxic chemicals and gases such as chlorine, methane, Co₂, and biological hazards associated with working in and around raw sewage. Required to work standby with a call back on a 24-hour basis, and the ability to respond within 30 minutes of the callout. Work in varied weather conditions.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Fair Labor Standards Act: The classification is non-exempt under the laws of fair Labor Standards Act minimum wage and overtime provisions.

Representation: The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

Civil Service: The classification is included in the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Civil Service Rules.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with approval by the Civil Service Commission, as the needs of the City and requirements change.