

JOB TITLE: FACILITY MAINTENANCE SUPERVISOR

ACCOUNTABILITY: Under the direction of the W/WWTW Director

NATURE OF WORK: This is skilled supervisory work directing a crew of journey level skilled and semi-skilled workers engaged in the repair and maintenance of mechanical and electrical equipment related to a water pollution control plant or a water production and treatment system. Employees of this class are required to direct the work of others in a variety of operations and must act as supervisor and participate in various areas of work. Work involves responsibility for the repair and maintenance of mechanical and electrical equipment such as pumps, valves, blowers, and other equipment related to a water pollution control plant or a water production and treatment system. General supervision is received from an administrative or a technical superior in the form of oral and written work orders, consultation, and inspection of work in progress and upon completion. Supervision is exercised over skilled and semi-skilled workers. An employee in this classification may act as the Superintendent in their absence.

EXAMPLES OF WORK PERFORMED: Inspects wastewater collection and water transmission lines, pumps, wells, compressors and motors, and related equipment to identify conditions calling for electrical or mechanical repair. Inspects work in progress and upon completion, for conformance with instructions and standard trade practices, and to insure that established standards are being maintained. Prepares performance appraisals and work schedules, assigns work orders and prepares or reviews time reporting of subordinates; maintains utility plant mechanical/electrical work order files and repair and maintenance records pertaining to the preventative maintenance program. Coordinates mechanical/electrical tasks with appropriate maintenance and operations supervisors as needed; participates in troubleshooting maintenance and repair activities and assumes responsibilities of individual mechanics and electricians as needed. Supervises and participates in the maintenance and repair of specialized equipment such as electric valves, mechanical seals, air relief valves, sludge collecting and aeration equipment, gear reducers, high voltage motors, pumps and compressors. Checks methods and equipment used by subordinates to insure their safety and to insure that proper protective equipment is being used; assists in technical and safety training for subordinate personnel. Implements the preventative maintenance program as it relates to mechanical/electrical utility plant equipment; recommends more efficient maintenance and repair procedures as appropriate. As the lead worker, works with contractors and the general public with locates. Works as a back up to the water operation; turn on and shut off pumps, changes wells, and takes samples for chlorine and nitrates. Acts as the lead person in the cross connection program. Acts as the lead person in emergency response to main breaks, service leaks and drops in pressure; may operate the back hoe and associated equipment in a safe manner to ensure that any dig/trench complies with proper safety standards. Oversee the replacement of Fire Hydrants when necessary. Works with contractors and designers on future and current projects for the Utility system. Performs routine preventative maintenance tasks on equipment and makes recommendations for updating procedures for the preventative maintenance program; performs repairs in accordance with work order instructions, equipment operating and maintenance manuals, blueprints and sketches. Performs related work as required, including duties of subordinates.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: Considerable knowledge of the mechanical and electrical systems and functions of the equipment used in a water pollution control plant or water production and treatment system including the maintenance and repair of same. Considerable knowledge in the use of tools, test equipment, and shop equipment used in maintenance and repair of mechanical and electrical power utility plant equipment. Considerable knowledge of the hazards involved in equipment maintenance and

repair, and of precautionary measures to be taken. Knowledge of basic mathematics. Knowledge of electrical and fire codes. Some knowledge of electrical equipment and systems. Some knowledge of working with budgets. Some knowledge of computer applications. Ability to inspect mechanical and electrical equipment such as pumps, high voltage motors, compressors, sludge or water transmission lines and other equipment related to a water pollution control plant or water production and treatment system in order to determine maintenance and repair needs. Ability to establish and maintain effective working relationships with subordinates and co-workers. Ability to assist in the design and planning of new installations. Ability to communicate effectively, both orally and in writing. Ability to plan, organize and supervise the work of subordinate employees engaged in the repair and maintenance of all electrical and mechanical equipment related to a water pollution control plant or water production and treatment system. Ability to keep records of work completed and make reports on same. Skill in the use of tools, and in the operation of equipment used in this type of work.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a senior high school or equivalent, supplemented by vocational or technical training in mechanical or electrical maintenance or related field and holding a Grade II Water Operator's certificate or a Grade III Wastewater Operators certificate, or higher and considerable experience at the skilled level in the repair and maintenance of mechanical and electrical equipment such as is found in water pollution control plants or water production and treatment systems plus supervisory experience.

MINIMUM QUALIFICATIONS: Graduation from a senior high school or equivalent and experience at the skilled level in the repair and maintenance of mechanical and electrical equipment plus some supervisory experience; or any equivalent combination of training and experience which provides the desirable skill, knowledge, and abilities.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid Nebraska driver's license and CDL License is necessary for the satisfactory performance of assigned duties. May also be required to obtain and maintain a Grade 6 Backflow Technician certification; or a CDL with a tanker license.

PHYSICAL REQUIREMENTS: Ability to work in inclement weather conditions; ability to lift up to 50 lbs.; ability to operate hand and power tools; ability to work in confined areas and near bodies of water; ability to climb ladders; ability to lift, carry, push and pull heavy equipment and tools.

December 2013