

## **WATER PLANT MAINTENANCE SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This supervisory position is responsible for the safe, efficient operation of the facility, processes and equipment at a water treatment plant. The incumbent assumes responsibility for supervising and participating in the efficient and economical performance of all maintenance operations including heating and ventilating systems. Oversees the maintenance and repair functions on equipment in the water treatment plant, including pumps, chemical feed equipment, valves and related mechanical equipment components used for water treatment, storage, distribution and flood control; performs maintenance and repair duties on water conduits and equipment. Work is performed under the general supervision of the Water Plant Administrator. Supervision is exercised over the work of Head Maintenance Mechanic, Sr. Water Plant Maintenance Mechanics and Water Plant Maintenance Mechanics.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to the work activities performed by lower level titles in this series.

1. Organizes the workflow of staff in construction tasks involving plumbing, electrical and masonry;
2. Oversees the coordination of work assignments done by trades people and facility maintenance staff; develops long term projects, including monthly, quarterly and annual plans; modifies plans as needed to meet changing facility priorities;
3. Reviews facility maintenance problems and implements new technology and procedures to optimize water treatment plant;
4. Installs and maintains a computerized maintenance system to track and log workflow and other requirements for staff, buildings, equipment, chemical systems, pumps, centrifuges and treatment processes;
5. Responsible for employee development and evaluation; identifies strengths and weaknesses of staff and implements training to meet the current and anticipated needs of the facility;
6. Assumes responsibility for the inventory of materials, parts, equipment, tools, work clothes, and requisitions same when needed;
7. Reviews records, makes and reviews reports of building maintenance, repairs, preventive maintenance, and renovation projects;
8. Prepares and manages maintenance operational budget;
9. Communicates with engineers, consultants, and technicians;
10. Constructs water treatment process “models” and systems from engineering plans; fabricates, welds, assembles, and designs systems.

## **WATER PLANT MAINTENANCE SUPERVISOR** (Cont'd)

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment;  
Knowledge of construction trades in order to coordinate building projects;  
Knowledge of the operation, maintenance and safety procedure of heating and ventilating equipment;  
Knowledge of budgeting practices and procedures in a municipal setting;  
Ability to develop material and cost specifications;  
Ability to read and understand diagrams and blueprints;  
Ability to establish and maintain effective working relationships with others;  
Ability to coordinate and supervise the work of others;  
Ability to analyze and develop solutions for building maintenance problems;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Four years of increasingly responsible experience in the maintenance of mechanical equipment components in water treatment utility facilities, one year of which must have been in a supervisory capacity.

### **SPECIAL REQUIREMENT FOR APPOINTMENT:**

A department head may require the possession of a valid driver's license.