

WATER TREATMENT PLANT MAINTENANCE SUPERVISOR (COMPETITIVE)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, and participating in the maintenance, repair and custodial care of a city's water facilities, including the water plants and pumping stations. The work is performed under the general direction of the Chief Water Treatment Plant Operator with considerable leeway provided for the use of independent judgment in the scheduling and prioritizing of work. Supervision is exercised over the work of skilled, semi-skilled and unskilled employees assigned to plant and facility maintenance. Does related work as required.

TYPICAL WORK ACTIVITIES: The duties listed are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assists the Chief Water Treatment Plant Operator in formulating and drawing up an annual preventative maintenance program on all plant and pumping station equipment;
- Schedules and supervises all major maintenance projects and assures conformance with annual schedule;
- May personally perform more complex maintenance and repairs to hydraulic, mechanical and electrical equipment;
- Compiles or supervises the compilation of an inventory of and keeps a continuing record of the usage of parts and tools;
- Assists the Chief Water Treatment Plant Operator in the formulation of the annual budget for the maintenance and repair of the plant facilities;
- Maintains records of all maintenance and repair work completed, including cost, and assures that work is within budgetary and scheduling constraints;
- Assists in the training of plant operators and maintenance personnel in the operation of technical and specialized equipment;
- Periodically inspects plant, pumping station and equipment noting structural or operational defects, schedules repair or maintenance if required;
- Assists in the instruction of subordinates in proper safety procedures and assures that they are observed;
- Completes, maintains, files or submits various reports, including daily maintenance schedules, and inspection reports; and
- Contacts and works with manufacturers on the repair and maintenance of specialized equipment.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods, materials, tools and equipment used in the maintenance and repair of a water treatment plant and related facilities; thorough knowledge of the uses of machinery and tools utilized in water plant maintenance and repair; thorough knowledge of safety procedures and precautions utilized in heavy machinery and equipment repair; ability to schedule, layout and supervise the work of others; ability to estimate costs of materials and labor for budgetary purposes; ability to read and work from blueprints and other detailed reports; mechanical aptitude; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and

EITHER:

1. THREE (3) YEARS experience in the repair and maintenance of water plant equipment at a skilled level; OR
2. THREE (3) years experience as an Electrician

NOTE: Three years of full time paid experience or its equivalent on a paid part time basis that can be verified.

Apprenticeship training in the electrical trade, or training gained by the completion of technical courses in the electrical trade at school, institute or a branch of the Armed Forces may be substituted for the above training and experience on year to year basis.

SPECIAL NOTE: Candidate must possess a current New York State Driver's license at time of appointment. Incumbent must maintain a New York State Driver's license throughout employment.

ADOPTED: September 17, 1991

Revised: January 26, 2005; November 30, 2011; January 31, 2012