

WASTEWATER FACILITIES MAINTENANCE SUPERVISOR

Job Code	Pay Grade
17226	CL20

Nature of Work

This is advanced level supervisory and administrative work planning and scheduling repair and maintenance work of potable water, wastewater, bio-solids residuals, and reclaimed water equipment. Emphasis of the work is on analyzing workload and employee availability, prioritizing requests, establishing a work schedule 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, etc., to locate and correct malfunctions and for improvement of heavy industrial pumping systems and facilities. The wide variety of equipment utilized is more complex 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 senior department official, plant manager, or designee.

Minimum Qualification Requirements

- 7 years of journeyman experience in heavy mechanical, electrical equipment, machinery, and controls used in water or wastewater treatment plants and 2 years planning, scheduling, and analyzing manpower, materials, and equipment requirements that include 1 year supervisory experience, or
- Vocational, mechanical trade school, or apprenticeship program diploma, or certificate in a related field and 7 years experience as described above, or
- An equivalent combination of education, training and/or experience.

Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.

- 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.

Illustrative Tasks (These are examples and are not all inclusive)

- Manages or supervises all plant and equipment repair and maintenance activities performed on electrical, chemical, and mechanical equipment at all pump stations, lift stations, wastewater treatment plants, water treatment plants and reclaimed water facilities, or other designated utilities service areas.
- Determines scope of work such as repair, maintenance, or new construction; analyzes workload and personnel availability.
- 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.
- Maintains work in progress file; updates file as work is received and completed.
- Trains and supervises subordinate staff.
- Makes field visits to check on work in progress and attends meetings with section heads and superiors to discuss schedules and workload.
- 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.
- Performs related work as assigned or required.

WASTEWATER FACILITIES MAINTENANCE SUPERVISOR (continued)

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Knowledge, Skills, and Abilities

- Knowledge of types of potable water and wastewater handling equipment (motors, valves, pumps, electronic sensors and related support equipment).
- Knowledge of how to repair and operate electric monitoring equipment, pumps, chemical feeds, etc.
- Knowledge of principles and practices of electrical, plumbing, welding and possibly other trades.
- Knowledge of water distribution and wastewater collection systems and related equipment.
- Knowledge of administrative policies and procedures, and contractual agreements pertaining to maintenance and equipment.
- Ability to plan, prioritize, manage and supervise an entire plant location/operation with subordinate teams and ongoing projects related to potable 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 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 and teams.
- Ability to troubleshoot electronic 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 perform a combination of skilled trade's tasks such as electrical, plumbing, mechanical, welding, and other knowledge required to maintain, repair and improve potable 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.

For official use only

Revised	EEOC Code	Overtime Code
11/10	Technicians	Classified