

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

	Wastewater Plant
Job Title	<u>Maintenance Supervisor</u>
Sch & Grade	<u>CTL-15</u>
Class Code	<u>HN07</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not eligible</u>
Occupational Group	<u>Fleet & Equipment Services</u>

PRIMARY PURPOSE:

Supervises and participates in the maintenance and repair operations of the wastewater treatment plant and lift station equipment, buildings, structures and grounds.

SUPERVISION:

Under the general supervision of the Plant Maintenance Engineer. Coordinates and supervises the work of a crew of plant maintenance mechanics.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Participates in and supervises the maintenance activities related to wastewater treatment plants and wastewater pumping stations.
2. Carries out assigned tasks and instructs maintenance personnel in both routine and emergency situations.
3. Participates in and supervises the regular take down, maintenance and start-up of the cryogenic oxygen generation facility.
4. Participates in and supervises the (PM) preventive maintenance program for plant and lift station equipment.
5. Regularly inspects all equipment and determines when repair or maintenance is needed.
6. Keeps maintenance records and supervises the ordering of parts and storeroom supplies.
7. Participates in and supervises building and grounds maintenance. Prepares specifications on replacement of equipment or major repair jobs.
8. Coordinates and monitors repair and installation work done by outside contractors.
9. Reviews and evaluates work performance of assigned crew members, recommends and implements necessary disciplinary action, and participates in the hiring process of crewmembers.
10. Participates in and supervises in tasks and instructs maintenance personnel in both routine and emergency situations.
11. Must be computer literate and proficient in the use of CMMS systems along with utilization of commonly available software such as Auto Cad, Microsoft Office and e-mail.
12. Creates and closes work orders in the Maintenance CMMS system as needed.
13. Conducts research as directed including identifying problems, patterns and trends dealing with complex automated wastewater equipment.
14. Researches and develops detailed job plans that estimates craft, skill, parts and labor required to complete work orders.
15. Researches and develops relevant bill of materials for equipment and accurately tracks equipment parts in the maintenance stores

IMPORTANT FUNCTIONS:

1. Conducts training for maintenance personnel when needed.
2. Attends professional training and takes advantage of career development opportunities.
3. Estimates craft / skill labor required to complete all work tasks.
4. Monitors Plant / lift station work orders and communicates the high priority work tasks to Plant Maintenance Engineer and Plant Superintendent.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles of plant equipment and repair procedures, electronic controls, computer equipment, pneumatic controls, hydraulics, electrical equipment and wiring. Knowledge of best practices within a maintenance department. Knowledge of CMMS systems.

Abilities

Effectively participate in and supervise the repair and maintenance work for a pure oxygen activated sludge wastewater treatment plant and lift station equipment; supervise assigned crew members; follow oral and written instructions; communicate effectively verbally; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others; supervise maintenance and repair work at a pure oxygen activated sludge wastewater treatment plant and at wastewater pumping stations; use a (CMMS) computerized maintenance management system to generate work orders, PM tasks and develop weekly job assignment reports for all of the mechanics; use a computer for standard word processing and spreadsheet programs along with e- mail; prepare and implement a preventive maintenance program; prepare reports, maintains records, prepare specifications and interpret engineering drawings and specifications; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Minimum of five years of experience in equipment repair with at least two years in plant equipment repair.

Physical Requirements

Performs bending, squatting, kneeling, and reaching from ground level to overhead; push and pull, lift and carry up to approximately 25 pounds; hold and grip objects.

Working Environment

Primarily outdoors with exposure to dust and pollen susceptible to mechanical hazards associated with equipment; subject to electrical, chemical and toxic waste hazards associated with plant equipment and operations; subject to fumes and odors; may be subject to extreme noise; may be subject to extreme weather conditions during outdoor activities.

Licensing/Certification

Must obtain a valid class "B" Commercial Driver's License (CDL) with appropriate endorsements prior to end of probationary period.

Miscellaneous Requirements

None required.

Last Revision:	February 22, 2012	GENERAL ORDINANCE NO. <u>2688</u>
Comments:	Updated Abilities	Date: <u>July 18, 1977</u>

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____