



WWTP Operation and Maintenance Supervisor

Job Specification
Classification: Competitive
Series: Wastewater Treatment
Level: 5 of 6

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Maintenance series and is responsible for the overall project development, scheduling, assigning, and review of maintenance and construction projects. Responsibilities may include scheduling multiple work projects; developing project and annual budgets; coordinating with contract staff; and reviewing project designs. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises staff to include: prioritizing and assigning work, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment, and, making hiring, termination, and disciplinary recommendations.
- Reviews and evaluates project plans; gathers and compiles information, schedules timelines and staff, and ensures proper materials and equipment.
- Coordinates department activities, such as tracking work and change orders, purchase orders, relaying communications, researching information, and providing related support.
- Oversees and inspects assigned worksites to ensure work is on track, advise on appropriate construction and maintenance practices, and monitor equipment and materials.
- Responds to and resolves inquiries, requests for service, and complaints from staff, general contractors, vendors, and/or the general public.
- Oversees the maintenance and upkeep of equipment and inventory; tracks stock levels on and off site and delivers materials when needed.
- Administers and monitors the departmental budget including allocating resources and approving expenditures; prepares budget for upcoming year by assessing needs of department, researching options, projecting worksite expenses, and making recommendations.
- Performs specific trades tasks related to assigned position, which may include: carpentry, welding, fabrication, masonry, electrical, HVAC, and/or plumbing on assigned projects.
- Performs duties of Chief Operator in the latter's absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Supervisory practices and principles;
- Budgetary principles for project and department planning;
- Computers and applicable software programs;
- Fundamentals of Operations of a Class 4A Wastewater Treatment and Sewage Sludge Disposal Facility;
- Operation and maintenance requirements of facility equipment, and rolling stock associated with a Class 4A Wastewater Treatment and Sewage Sludge Disposal Facility;
- Inventory maintenance principles;
- Practices, methods, and materials used in construction and maintenance work;
- Safe work practice and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Prioritize work and assign tasks;
- Apply supervisory principles;
- Maintain and track inventory levels for assigned projects;
- Track and monitor budgets;
- Assist in the training of others in the safe operation of equipment;
- Apply and explain practices and procedures in facility maintenance;
- Operate a computer and related software applications;
- Operate small hand and power tools and other related equipment;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree or higher in Engineering or Mechanical Technology and 3 years of experience in the management of a comprehensive preventative maintenance program at a minimum grade 3A facility as defined by the NYS Department of Environmental Conservation 2 years of which shall have been in a supervisory capacity; or
- (B) Associate's Degree in Engineering or Mechanical Technology and 5 years of experience in the management of a comprehensive preventative maintenance program at a minimum grade 3A facility as defined by the NYS Department of Environmental Conservation 2 years of which shall have been in a supervisory capacity; or
- (C) High school diploma or GED and 7 years of experience in the management of a comprehensive preventative maintenance program at a minimum grade 3A facility as defined by the NYS Department of Environmental Conservation 2 years of which shall have been in a supervisory capacity.

MINIMUM QUALIFICATIONS FOR PROMOTION: 2 years experience as Wastewater Treatment Plant Process Worker II or III.

Licensing Requirements: Valid NYS driver's license appropriate for vehicles to be driven.

SPECIAL NECESSARY REQUIREMENT:

Special requirement for assignment to WWTP: Possession of a Grade 3A or 4A Wastewater Treatment Plant Operator Certificate issued by the NYS Department of Environmental Conservation at time of appointment. Must maintain at least a 3A certification for continued employment.

Classification history:

Adopted:

Revised: 3/20/2012