



Water Treatment Plant Maintenance Supervisor

Job Specification
Classification: Competitive
Series: Water Treatment Plant
Level: 4 of 5

DISTINGUISHING FEATURES OF THE CLASS: This is the fourth level of the Water Plant series and is responsible for supervising, directing, and performing the repair and maintenance of water plant equipment, as well as supervising and performing operational responsibilities. Responsibilities include scheduling, assigning, and evaluating maintenance projects; overseeing the preventative maintenance program; ordering necessary materials and equipment; and performing installations, repairs, and maintenance of plant equipment. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises lower level maintenance technicians 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.
- Repairs and maintains chemical feed equipment, process control equipment, pumps, valves, gates, engines, electric motors, chemical feed equipment, and other related flow, pressure control and storage facilities as needed.
- Develops and implements a preventive maintenance program; and coordinates, schedules and assists with repairs, calibrations, and other maintenance activities at the water treatment facilities, buildings, reservoirs and dams.
- Maintains a critical parts inventory to ensure maximum plant and related facility efficiency and reliability; orders supplies and parts as needed.
- Develops and maintains records concerning the technical maintenance program and those related to compliance with state and federal regulations on materials and related issues.
- Installs and upgrades new equipment as needed.
- Conducts periodic inspections of all equipment and machinery to ensure compliance with established guidelines and standards and check for maintenance needs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Supervisory principles;
- Scheduling and timing of maintenance activities;
- Principles and practices necessary in the operation and maintenance of a water treatment and related facilities;
- Programs in preventive maintenance and project management;
- Applicable tools and equipment for plant maintenance;
- Recordkeeping practices and log maintenance;
- Basic occupational health and safety procedures;
- Safe work practices;
- Inventory maintenance practices and principles;
- Applicable federal, state, and local laws, rules, and regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Monitor and evaluate subordinate staff;
- Prioritize and assign work;
- Schedule and oversee preventative maintenance;
- Use tools necessary in making repairs and adjustments to mechanical (pumps, engines, motors, blowers, air compressors, hydraulic operators, valves, piping systems, etc.) and electrical equipment (transmitters, receivers, instrumentation, telemetering, computers, logic controllers, etc);
- Compile data and information;
- Maintain critical parts inventory and other supplies as needed;
- Keep maintenance and water test results and logs according to guidelines;
- 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 an Associate's Degree or higher in mechanical or electrical technology or similar field and 3 years of experience maintaining and repairing water treatment plant equipment or similar mechanical and electrical equipment; or
- (B) Graduation from high school or possession of a high school equivalency diploma and 5 years of experience maintaining and repairing water treatment plant equipment or similar mechanical and electrical equipment; or
- (C) Equivalent combination of training and experience as defined by the limits above.

MINIMUM QUALIFICATIONS FOR PROMOTION: 4 years experience as a Water Treatment Plant Operator, Water Treatment Plant Maintenance Mechanic, or Laboratory Technician (in Water Treatment Plant); or an equivalent combination of these titles.

Licensing Requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

Must possess IA or IIA certification issued by the NYS Department of Health at time of appointment.
Must maintain certification for continued employment.

Classification history:

Adopted:

Revised: 3/20/2012