

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

CLASS TITLE: Wastewater Plant Maintenance Supervisor

DEPT/DIV: Utilities/Wastewater Treatment Plant

SUPERVISOR: Wastewater Plant Superintendent

SUPERVISES: Supervises Maintenance Technicians and maintenance workers and may supervise all personnel assigned to the division in the absence of the Superintendent and Assistant Superintendent.

Grade: 27

Class Characteristics: Under general direction, assumes responsibility of the daily maintenance of the wastewater treatment plant, supervises personnel assigned to maintenance, assists in the daily operation of the wastewater plant, may assume responsibility of the plant in the absence of a higher authority upon Class III Certification, performs related work as required.

General Duties and Responsibilities:

Essential:

1. May assume responsibility of the plant in the absence of a higher authority upon Class III Certification.
2. Oversees and assists with maintenance, operation and cleanliness of the wastewater plant, presses, pump stations and buildings, involving the treatment of wastewater in compliance with established procedures and standards, and federal and state laws and administrative regulations.
3. Monitors all aspects of the plant and grounds for unusual conditions or problems.
4. Inspects and/or monitors pumps, gauges and meters daily.
5. Adjusts equipment as necessary.
6. Services and performs preventative maintenance programs on plant and equipment; makes minor repairs and or adjustments on plant and equipment; forwards request for major repairs and/or equipment and tools to superintendent.
7. Maintains adequate inventory of spare parts, equipment and tools.
8. Maintains accurate records of equipment and repairs.
9. Operates equipment assigned to plant.
10. Assists with implementation of Safety procedures and regulations.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by a minimum of three years directly related work experience, and one year of supervisory experience. Education from an accredited college or university may be substituted for work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge

1. Thorough knowledge of wastewater plant equipment and operations.
2. Thorough knowledge of federal, state and local laws and administrative regulations with reference to wastewater treatment.
3. Thorough knowledge of functions and servicing/maintenance requirements of equipment and machinery.
4. Thorough knowledge of and ability to ensure compliance with safety requirements.

Abilities

1. Ability to supervise assigned personnel while assisting with performing required duties.
2. Ability to operate equipment assigned to Division.
3. Ability to detect mechanical flaws and assist with minor repairs on equipment.
4. Ability to ensure compliance with preventive maintenance and servicing programs.
5. Ability to prepare and/or ensure the preparation of records and reports on a timely basis and to ensure that reports are forwarded as required.
6. Ability to establish and maintain effective working relationships with officers, other employees and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must use own judgment some of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts and programs within established limits or policies.

Review of Work: Completed work is spot-checked; work is reviewed through required oral and written reports.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work requires standing, walking, stooping; must lift objects over 25 pounds; must operate vehicle and equipment; required to be in high places; uses stairs and ladders; works in outside weather condition; regularly works near moving mechanical parts, uses cutting tools, and is frequently exposed to wet and/or humid conditions; occasionally exposed to vibration, noise, fumes or airborne particles, toxic or caustic chemicals, raw sewage, and electrical currents. To mitigate these hazards, the employee will perform work safely in accordance with departmental safety procedures utilizing appropriate personal protective equipment and operates equipment safely.

Tools and/or Equipment Used: Mechanical tools and equipment (hand tools, power tools, etc.), vehicles, air compressor, safety equipment, etc.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a driver's license issued by the Commonwealth of Kentucky as a condition of continued employment.

Certification Requirements: Must possess a minimum of Class II Wastewater Treatment Plant Operator certification. Must obtain a Class III Wastewater Treatment Plant Operator license within 12 months of eligibility.

Additional Requirements: Must be able to work irregular shifts, including evenings, nights and weekends. Must perform standby duties. Must be able to respond to calls in emergency situations at all hours. Must participate in the city's drug and alcohol testing program.

Overtime Provision: Non-exempt.