

Jurisdiction: Oneida County
Jurisdiction Class: Competitive
Revised: 7/6/95
(title chg. from "Sewage")

WASTEWATER TREATMENT PLANT MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position has immediate charge of the repair and maintenance of buildings, machinery and equipment at a wastewater treatment plant. The duties involve responsibility for planning, supervising and participating in routine maintenance of the buildings, machinery and equipment at a wastewater treatment plant. Responsibility for automotive equipment is not a part of this job. The incumbent works under general supervision of the chief operator, who reviews general program objectives. The incumbent is allowed considerable latitude in deciding work methods. Supervision is exercised over the work of maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Has responsible charge of routine maintenance and repair activities for the wastewater treatment plant and pumping station;
Plans, oversees and occasionally participates in maintenance and repair jobs;
Assigns and reassigns maintenance personnel to specific jobs;
Establishes a comprehensive preventive maintenance schedule and ensures compliance;
Estimates the cost of labor and parts for repair projects;
Has charge of a running inventory of parts and equipment;
Evaluates the complexity of repair jobs and, in the case of major ones, recommends the use of outside contractors;
Assists in the preparation of annual budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the operation, maintenance and repair of pumps and auxiliary equipment; good knowledge of the uses and methods of repairing hydraulic equipment; good knowledge of the common practices, tools, terminology and accident precautions of the electrical trade; general knowledge of mechanical trades; ability to work from plans, specifications and rough sketches; ability to plan, organize and supervise the work of others; ability to solve operating problems as they occur in the course of work.

MINIMUM QUALIFICATIONS: Four (4) years of experience in the maintenance and repair of pumping machinery and auxiliary equipment; two (2) years of which must have involved wastewater treatment equipment.

SPECIAL REQUIREMENTS: Eligibility for a 3A wastewater treatment operator certificate issued by the NYS Department of Environmental Conservation at time of application. Possession of the certificate at time of appointment.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.