



<b>Job Title:</b>	<b>Maintenance Supervisor</b>	<b>Department:</b>	Maintenance
<b>Reports To:</b>	Operations Director	<b>Location:</b>	Coneross Creek WRF
<b>FLSA Classification:</b>	Non-exempt	<b>Status:</b>	Full-time
<b>Date:</b>	January 14, 2008	<b>Direct Reports:</b>	4
<b>Revised:</b>	October 7, 2022	<b>Grade:</b>	NE-7

### Position Summary

The purpose of the position is to coordinate and supervise the maintenance of the water reclamation facilities equipment and the operation of all pump station activities; to assist in planning, design, and coordinating the construction of new equipment and facilities, and to perform other technical, administrative, and supervisory work. This position works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic conferences and meetings. Works under limited supervision and guidance of the Operations Director.

### Position Responsibilities - Essential

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position, as necessary.

Coordinates and supervises the maintenance of the treatment plant equipment, pump stations, and flow monitoring stations.

Supervises subordinate maintenance crew members; supervisory duties include scheduling; instructing; assigning; reviewing and planning work of others; maintaining and enforcing standards; coordinating activities; selecting new employees; acting on employee issues; performing employee discipline and discharge as appropriate.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice, and assistance as needed.

Assists with preparing and manages the assigned budget; monitors expenditures and prepares related reports as required.

Performs all requisitioning and ordering supplies, parts, materials, tools, and equipment necessary for daily activities.

Assists in the site selection for, design and layout of, and equipment selection for new pump stations.

Coordinates and oversees the work of contractors on various construction and maintenance projects.

Estimates and coordinates the use of available equipment, materials, and personnel to obtain maximum effectiveness and cost-efficiency.

Inspects work in progress and at completion for compliance with applicable policies, procedures, laws, regulations, contracts, and standards of quality and safety; gives technical advice and assistance to contractors, co-workers, and subordinates.

Monitors productivity and directs changes, as necessary.

Prepares project reports and compiles technical data as required by regulatory agencies and for managerial decision-making and reporting purposes.

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Performs tasks normally assigned to Maintenance Technician staff, as necessary.

Manages SCADA system and its conditions.

Inspects equipment for proper and safe working condition; coordinates the timely maintenance and repair of equipment as needed.

Coordinates assigned activities and functions with those of other agency divisions, departments, and outside agencies as appropriate.

Receives and responds to inquiries, complaints, and requests for assistance from customers and the general public regarding areas of responsibility.

Performs general administrative / clerical work as required, including but not limited to preparing reports, conducting, and attending meetings, entering, and retrieving computer data, copying, and filing documents, etc.

Supervises all emergency pump station repairs.

Oversees janitorial tasks and grounds maintenance at wastewater treatment plant, pump stations, and other locations to keep facilities tidy.

Maintains and repairs pumps, drive shafts, motors, controls, and other machines and equipment, as necessary.

Reviews job work orders to determine work priorities. Schedules repairs, maintenance, and installation of machines, tools, and equipment to ensure continuous operations.

Coordinates activities of workers fabricating or improving existing machines, tools, or equipment to improve existing products.

Assists with repairs and replacement of sewer force mains when necessary.

Develops preventive maintenance program in conjunction with operations and maintenance staff.

Reviews production and maintenance reports and statistics to plan and modify maintenance activities.

Plans, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and affect greater utilization of labor and materials.

Directs training of workers to improve work performance and acquaint workers with company policies and procedures.

Ensures buildings, grounds, pump stations, and other facilities remain clean, orderly, and organized at all times.

Confers with management personnel to resolve maintenance problems and recommend measures to improve operations and conditions of machines and equipment.

Must be available to work nights, weekends, holidays, and/or during inclement weather events due to business necessity.

Serves on call 24 hours a day as scheduled and responds to emergency situations, as necessary.

Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

### **Position Responsibilities - Non-Essential/Other**

Adheres to the Authority's safety program and regulations.

Performs other related duties.

### **Core Competencies**

#### **DATA INVOLVEMENT:**

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Requires copying, transcribing, entering, or posting data or information on inspection forms or electronic devices, operating Computerized Maintenance Management System (CMMS) applications, Supervisory Control and Data Acquisition (SCADA) systems, Microsoft applications, Adobe Acrobat, and other such programs.

**PEOPLE INVOLVEMENT:**

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. Performs performance reviews and disciplinary action, as necessary. Position also involves the ability to keep proprietary discussions and information confidential.

**INVOLVEMENT WITH THINGS:**

Requires supervising the activities of those operating or repairing complex machinery or equipment that requires extended training and experience, such as heavy construction equipment, grounds maintenance equipment, sewer system equipment; may involve installation and testing. Span of control and scope of operations is extensive, involving many facilities. Requires understanding of mechanical and electrical dangers and how to safely operate and maintain electrical equipment and components in compliance with arc flash laws and regulations and agency policies and protocols. Also requires proficiency with computers, Microsoft Office Suite software, ArcGIS/ArcMap, work order CMMS, and other systems. Knowledge of diesel engines, generators, and automatic transfer switches. Troubleshoots electrical and mechanical problems encountered.

**REASONING REQUIREMENTS:**

Requires performing supervisory work involving policy and guidelines, solving both people- and work-related problems.

**MATHEMATICAL REQUIREMENTS:**

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions, or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane, and solid, and rectangular coordinates; mathematical schemes; estimating.

**LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures, schematics, plans, wiring diagrams, manuals, and charts to solve practical problems; composing routine reports and specialized reports, forms, and business letters with proper format; speaking compound sentences using normal grammar and word form.

**MENTAL REQUIREMENTS:**

Requires doing specialized technical, clerical, manual, or entry-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with potentially long periods of concentration for accurate results and occasional exposure to unusual pressure.

**Essential Skills and Experience**

**VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in electronics technology, or a closely related field.

**SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess and maintain a valid SC Driver's License.

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MASC Journeyman Electrician Trade Certification or equivalent/higher electrical license/certification is preferred but not required.

Must possess Class “A” WEASC VCC Collection System certification within six (6) months of hire or promotion.

Must possess or able to obtain a SCDHEC Cross Connection Control Limited Tester Certification within twelve (12) months of hire or promotion.

Must possess or be able to obtain SCDHEC Cross Connection Control Limited Tester Certification within twelve (12) months from date of employment.

Must possess and maintain SC Department of Pesticide Regulation certifications in the following categories: Core (General Knowledge), 3 (Ornamental and Turf Pest Control), and 6 (Right-of-Way Pest Control).

Optional - Biological Wastewater Operator Level “D” license as issued by SC LLR.

May be required to obtain additional training, education, and/or certifications as required by management.

**EXPERIENCE REQUIREMENTS:**

Requires over four (4) years and up to and including eight (8) years of experience.

**Beneficial Skills and Experience**

Supervision and leadership experience prior to employment is beneficial with a core knowledge of all aspects of the maintenance field.

Knowledge and experience performing underground utility locates.

<b>Physical Demands and Working Conditions - ADA Guidelines</b>					
<b>Posture Requirements</b>	<b>N/A</b>	<b>1 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Balancing			X		
Bending			X		
Climbing			X		
Crawling			X		
Crouching			X		
Driving			X		
Kneeling			X		
Reaching					X
Sitting			X		
Standing				X	
Twisting				X	
Walking					X
<b>Environmental Conditions</b>	<b>N/A</b>	<b>1 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Cramped Area				X	
Dust					X
Fumes/Odors					X
Hazardous Chemicals			X		
Hot/Cold Temperatures					X
Outdoors					X
Noise					X
Concrete Floor					X
Vibration					X
Teamwork					X

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