

## **WATER PLANT MAINTENANCE SUPERVISOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Water Plant Maintenance Supervisor is a working supervisor responsible for planning, coordination, and general direction of work involved in the preventive (PM), general (GM), corrective, (CM), and emergency (EM) maintenance programs at the Brown Road Water Treatment Plant. An employee in this class supervises, monitors, and coordinates the activities of a team of skilled, semiskilled, and/or unskilled workers engaged in the maintenance, repair, or construction of water treatment plant mechanical equipment and infrastructure. Work requires heavy (50 - 75 pounds or more) lifting and carrying of materials with the assistance of a hand cart or power equipment, and includes such job hazards as exposure to chlorine gas and other toxic water treatment chemicals. This class performs related duties as required.

**Distinguishing Features:** An employee in this class is required to use appropriate safety equipment and follow safety procedures in performing assignments. This class may be subject to emergency call-out and must be willing to work overtime and scheduled stand-by as required. Supervision is received from the Water Treatment Plant Superintendent through conferences and reports regarding problems encountered and overall results achieved. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to four years' full-time journey-level employment involving the maintenance and repair of water treatment plant facilities and equipment. Good (1 - 3 years) supervisory experience of mechanical disciplines.

**Special Requirements.** Must possess a Grade III or greater Water Treatment Plant Operator Certificate from the Arizona Department of Environmental Quality (ADEQ) **OR** equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within three months of hire or promotion. This class shall be responsible for acquiring a minimum of 30 professional development hours (PDH's) every three years to maintain their ADEQ Certification. Must possess a valid Arizona Driver's License by hire date. Must meet the physical standards and requirements for the wearing of Self-Contained Breathing Apparatus (SCBA) respiratory protection equipment. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Completion of an apprenticeship program in mechanical disciplines or equivalent training and experience as supplemented with course work or degree from an accredited college or technical school. Experience with supervision of a water or wastewater treatment plant preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with other City employees, management, and the public in order to convey water plant mechanical, electrical, and electronic maintenance activities. Prepares Local Purchase Orders, bid requests, Invoices for Payment, and related equipment and supply purchase forms. Prepares written documents, standard operating procedures, equipment specifications, maintenance schedules to satisfy Occupational Safety and Health Act (OSHA) requirements; orders equipment; and communicates with management and consulting engineers. Submits budget needs (allowing a margin for general inflation and unexpected contingencies) to plant superintendent by projecting costs, including wages, equipment acquisition, replacement, repair, maintenance and replacement of water treatment system equipment. Interacts with subordinate employees, contractors, and other City employees to establish and maintain effective working relationships.

**Manual/Physical:** Reviews the work results of subordinate maintenance staff to ensure compliance with standard operating procedures, federal regulations, OSHA standards, state regulations, and ADEQ guidelines. Inspects water treatment facilities and equipment to verify operability and suggest maintenance, repair, or replacement needs and priorities, and to ensure compliance with established standards and specifications. Prepares maintenance information to be input into a computerized preventative maintenance program. Inspects major maintenance and repair projects (both in-house and contracted out) to ensure that work is being completed with respect to compliance standards of project specifications and standards both while work is in progress and when completed. Works with hazardous materials including toxic chemicals and chlorine gas using normal and/or specialized protective respirator equipment. Distinguishes colors when working with electrical wires, chemical analysis, and application of coatings. Detects unusual noises in operating equipment. Operates a forklift, front-end loader, etc. Requires a standard Arizona Driver's License to attend meetings, job sites, and other facilities. Additionally, the position will be required as necessary to operate Powered Industrial Vehicles which may include forklifts, front-end loaders, etc. This will require training certification requirements per OSHA requirement 29 CFR 1910.178(1) on a three-year basis. Uses common hand tools such as a hammer, saw, screwdriver, torque wrench, strain gauges, calipers, reverse dial indicators, sand blaster, and spray guns to maintain and repair plant equipment. Prepares or updates schedules or similar specifications. Meets scheduling and attendance requirements.

**Mental:** Plans, prioritizes, assigns, and reviews the work of subordinates involved in the overall maintenance and repair of heavy-duty pumps, valves, storage tanks, and related equipment and facilities comprising the City's potable water treatment system. Supervises and evaluates the work of subordinate personnel, and electrical and mechanical maintenance. Develops and implements a computerized preventative maintenance program. Determines appropriate remedial action during equipment failure emergency situations. Trains employees in the techniques and procedures used in the maintenance and repair of the City's water treatment system and physical plant. Reads and understands general plant

drawings, schematics, and plans and blueprints used for new site construction; and major replacement or repair projects. Performs mathematical calculations for material ordering related to maintenance activities. Learns job-related material through course training of mechanical maintenance.

**Knowledge and Abilities:**

Knowledge of:

preventative and corrective maintenance and repair procedures utilized in relation to water treatment plant electrical, electronic, and mechanical equipment;  
plumbing and pipefitting principles and procedures;  
OSHA regulations as they apply to mechanical, electrical, and electronics maintenance activities;  
the occupational hazards and safety precautions associated with water treatment systems;  
metal and polyvinyl chloride (PVC) welding practices and procedures;  
general building trades and maintenance principles and procedures;  
the principles and practices of employee supervision and training; and  
basic computer workstation applications with related software, Supervisory Control and Data Acquisition System (SCADA), and Computer Maintenance Management System (CMMS).

Ability to:

use a respirator and a SCBA;  
apply protective coatings to water treatment plant structures and equipment;  
develop project schedules and adhere to project timelines;  
apply mechanical repair and building trades and maintenance knowledge to assigned maintenance and repair projects; and  
interact with subordinate employees, contractors, and other City employees to establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 82-200

PAY GRADE: 49

IND-7520

SWORN-No