

Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Adopted: 09/03/2019

WASTEWATER TREATMENT PLANT MAINTENANCE SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Chief Wastewater Treatment Plant Operator, an employee in this class is responsible for developing and coordinating maintenance and repair procedures and supervising the proper installation of all equipment utilized in the wastewater treatment and pumping processes. Work includes responsibility for developing and scheduling maintenance procedures to be carried out at the wastewater treatment plant, pumping systems, and pipeline pigging systems, and to supervise the proper implementation of same. The incumbent meets with consulting engineers, contractors and equipment manufacturing representatives to develop procedures which are appropriate to ensure that the equipment is installed and maintained in compliance with Manufacturers recommendations. An employee in this class assists personnel with solving maintenance and repair problems, reviews new project plans as it relates to equipment installation and maintenance, and schedules meetings and training sessions with all wastewater treatment plant maintenance personnel. Considerable latitude is exercised in making decisions and implementing policy as it relates to equipment installation and maintenance. The work includes modification of maintenance procedures, organizing new in-house maintenance programs and recommending approval of equipment installations at wastewater treatment facilities under construction. General supervision is exercised over all maintenance personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinates schedule of all maintenance and repair procedures performed on all wastewater treatment plant, pumping station, and force main equipment by consulting equipment manufacturers operating manuals and utilizing knowledge of equipment operations;
- Supervises and assigns personnel to the maintenance and repair of screen machines, grit removal equipment, pumps, presses, and other wastewater treatment plant equipment, structures and buildings utilized in wastewater treatment and pumping to insure proper completion of repairs and maintenance procedures;
- Develops and implements in-house maintenance programs and procedures for HVAC, pump station and wastewater treatment plant equipment;
- Observes mechanical and electrical installations at construction projects to foresee whether equipment is installed and will function properly;
- Supervises the maintenance of the facility's instrumentation and control systems, including security and SCADA systems;
- Reviews, files and maintains operating logs of mechanical equipment to ensure proper maintenance;
- Assigns work tasks to maintenance staff;
- Assists maintenance personnel with maintenance and repair problems of wastewater treatment and pumping station equipment when necessary, such as screen machines, force mains, grit removal equipment, presses, pumps, valves, and all other equipment used in wastewater treatment and pumping systems;
- Conducts repairs on equipment when necessary;
- Prepares annual budget requests for maintenance and inventory control programs;

continued...

Supervises ordering and inventory of mechanical stock utilized in wastewater treatment equipment maintenance and repair;
Assists in procuring service contracts for those systems that require specialty knowledge and expertise that are beyond the expected capabilities of the maintenance staff;
Performs coordination of maintenance activities in a Computerized Maintenance Management System (CMMS);
Guides the proper use of a Computerized Maintenance and Inventory Control Management System, directing changes necessary for improvement;
Manages, supervises and directs the inventory control section of the department;
Reviews design specifications and drawings for construction projects recommending changes that will insure a quality product consistent with the department standards;
Performs as project manager for construction development and design.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices employed in the maintenance of wastewater facilities and warehousing operations; Thorough knowledge of all equipment and machinery utilized in wastewater treatment maintenance; Thorough knowledge of all equipment and machinery utilized at wastewater pumping systems, and pipeline pigging systems; Good knowledge of equipment operations, installations, maintenance and repair procedures utilized in the process of wastewater treatment and HVAC systems; Working knowledge of federal and state regulations regarding wastewater treatment plant maintenance and operations; Working knowledge of warehousing and inventory control methods and practices; Working knowledge of computer hardware use and computer software programs equivalent to the department's needs; Ability to troubleshoot, locate, and solve problems in the installation and maintenance of mechanical and electrical equipment; Ability to coordinate and assign duties to maintenance and inventory control personnel; Ability to supervise subordinates in a manner conducive to full performance and high morale; Ability to train and instruct subordinates on installation, maintenance, and safety procedures; Ability to deal effectively with consulting and contracting personnel, federal and state officials, and the public; Ability to use personal computer and industry-standard operating systems; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in mechanical engineering, environmental engineering, mechanical technology, electrical technology or electrical engineering **AND** four (4) years of experience in a combination of maintenance and repair of heating, ventilating, and air conditioning systems, electrical and instrumentation systems, and equipment and machinery of the type used in a wastewater treatment plant*, three (3) years of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in mechanical engineering, environmental engineering, mechanical technology, electrical technology or electrical engineering **AND** six (6) years of experience in a combination of maintenance and repair of heating, ventilating, and air conditioning systems, electrical and instrumentation systems,

WASTEWATER TREATMENT PLANT MAINTENANCE SUPERINTENDENT Page Three

MINIMUM QUALIFICATIONS (cont'd):

and equipment and machinery of the type used in a wastewater treatment plant*, three (3) years of which shall have been in a supervisory capacity; **OR**

- (C) Graduation from a high school or possession of a high school equivalency diploma **AND** eight (8) years of experience in a combination of maintenance and repair of heating, ventilating, and air conditioning systems, electrical and instrumentation systems, and equipment and machinery of the type used in a wastewater treatment plant*, three (3) years of which shall have been in a supervisory capacity.

*Includes mechanical screens machines, force mains, grit removal equipment, presses, pumps, valves, and all other equipment used in wastewater treatment and pumping systems

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

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

Adopted: 09/03/2019