CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Maintenance Supervisor - Plants** **UNION: 231**
SG:7
DEPARTMENT: **Public Works, Operations** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

This position combines supervisory responsibilities, the application of technical knowledge, and occasional skilled labor to maintain the equipment and facilities for the water and wastewater treatment plants, water distribution and wastewater collection systems, and associated facilities. Ensures 24-hour operation of equipment and facilities. Error or negligence in performance of the maintenance unit could have serious consequences for the City's water supply or public safety, the water and wastewater systems and treatment plant operation, or result in potential legal liability or financial impacts due to non-compliance with federal and State requirements.

SUPERVISORY RELATIONSHIP:

Reports directly to the Public Works Superintendent - Plants. Works under general supervision and the guidance of City, Departmental and division policies and procedures as well as State regulations. Works as a team and coordinates work with the water/wastewater plant supervisors and laboratory supervisor. Supervises the work of plants and field maintenance crews. Serves as a member of the plant operations management team.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, and directs preventive and corrective maintenance activities of the water and wastewater plants, water distribution and water collection systems. Coordinates with other section supervisors to identify problems and minimize operational conflicts.

2. Supervises, directs and evaluates the performance of technical staff. Develops and provides ongoing, on-the-job training or coordinates vendor training for all plant systems. Administers related correspondence training courses. Oversees safety training, develops and enforces safety policies and procedures. Participates in selection processes, makes hiring recommendations, handles minor disciplinary action, conducts performance evaluations, approves vacation requests and timesheets.

3. Implements asset management strategies and utilizes computerized systems such as maintenance management, warehouse inventory, geographic information, and archive systems to schedule, assign, track and record work requests and monitor program accomplishments; maintains records on assets and services for fault analysis, cost effectiveness of servicing, and life cycle costs of equipment; accesses maps and drawings of City infrastructure; responds to customer requests; and identifies improvements to the plants asset management program. Maintains up-to-date library of maintenance manuals, specifications, plans and other documents.

4. Reviews work priorities, schedules and assignments; coordinates availability of materials, equipment and personnel. Reviews daily accomplishments and modifies work priorities, as necessary. Determines inventory needs for specific equipment/materials. Ensures work standards adhere to regulations, policies and procedures.

5. Evaluates and recommends the appropriateness of contracting maintenance work. Monitors contracts providing inspection, acceptance or rejection of projects as necessary. Provides assistance to project engineers or outside contractors as needed.

6. Reviews the status of the systems and equipment and recommends capital improvements. Researches and determines compatibility and serviceability of equipment with present system, as well as availability of parts and manufacturer service. Assists the Superintendent - Plant Operations on capital projects for plants and other facilities which may include performing the duties of project manager, providing operating data to engineers, reviewing construction documents, or recommending changes appropriate to operations. Also works with engineers and other persons on capital improvement plans.

7. Researches technical information from a variety of sources; designs, draws plans or writes specifications for equipment and facility improvements as necessary.

8. Approves expenditures for equipment and materials and monitors budget expenditures for assigned area. Makes recommendations and assists superintendent in development of preliminary budget for assigned area.

9. Provides advice and training to other personnel on the operations of the plant systems.

ADDITIONAL WORK PERFORMED:

1. Assists maintenance staff in analysis and diagnosis of problems, troubleshooting equipment and system failures, and performing skilled labor, programming, and technical support as necessary in emergency situations.

2. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough knowledge of the methods, materials and tools used in equipment maintenance in an industrial plant environment.
- Working knowledge of and technical skill to perform preventive and corrective maintenance and to analyze, troubleshoot, and correct faults on electro-mechanical pumps, motors, hydraulic and pneumatic systems, electrical and electronic systems and instrumentation within a process plant environment.
- Working knowledge of the following: National Electric Code, operation of electrical test equipment, instrumentation theory and process control application, electrical generation, programmable logic controllers, SCADA systems, VFD’s, precision measuring instruments; variety of motors, motor controls, pumps, valves, fittings; hydraulic theory and chemical dosage applications, etc.
- Working knowledge of City's water distribution system, wastewater collection system, and treatment plants.

- Working knowledge and understanding of PLC Programming Logic, well as other complex computer-controlled systems.

Skill in:
- Strong management skills including planning and organizing, problem analysis and decision-making, management control, time management, and interpersonal sensitivity.
- Good supervisory skills to train and evaluate a technical staff, develop comprehensive performance standards, safety rules, policies and procedures.
- Good oral and written communication skills to interact effectively with diverse groups of people such as co-workers, subordinates, outside agencies, contractors, engineers, etc.

Ability to:
- Research, understand and interpret to others, information in complex technical manuals, blueprints, drawings, schematics, etc.
- Develop and maintain accurate computerized maintenance records systems.
- Ability and willingness to accept "on-call" status for equipment failures.
- Physical mobility to make on-site inspections/visitations of worksites at all facilities.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job, including:
  - Frequent sitting, walking, climbing, bending, twisting, stooping;
  - Occasional lifting up to 50 lbs.;
  - Physical mobility to make on-site inspections/visitations of work sites at all facilities;
  - Adequate vison to read computer screens and printed documents;
  - Adequate hearing to effectively hear voice radio and crew communications, roadway traffic and alarms in a noisy environment.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting in an industrial plant, providing directions to crew, making on-site inspections or troubleshooting, etc. May require working outdoors in all weather conditions. The treatment plants are high risk environments which require special safety precautions, i.e. working near heavy operating equipment, toxic or volatile chemicals, noxious gases, and with exposure to raw sewage. Employees may be required to wear protective clothing such as coveralls, rain gear, masks, boots, goggles, gloves, or shields and use respirator and self-contained breathing apparatus when appropriate.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years post-secondary education from an accredited technical college in industrial maintenance or a related maintenance field.
- Two years technical maintenance experience in a continuous process industrial environment, such as wastewater collection and treatment, pulp and paper, or refinery.
- Two years of supervisory or lead experience required.
- Four years of additional relevant experience may substitute for the education requirement.
- Additional coursework in areas such as engineering technology, system design, drafting desirable.
- Experience in a maintenance function for a water distribution or wastewater collection system and/or treatment plant desirable.

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license at the time of hire and with proof of good driving record. Candidates must submit a three-year driving record abstract prior to hire.
- Must obtain a forklift card within one year of hire and maintain a valid forklift card during length of employment.
- Emergency call-out response time of 20 minutes may be required.
- Employment contingent upon passing a criminal convictions and local background check.

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