



Maintenance and Training Manager

Executive Director

Starting Pay Range: \$34.07hr - \$38.33hr

JOB SUMMARY

Under the general direction of the Deputy Executive Director, oversees the preventive, predicted, and planned maintenance programs of the water and wastewater assets of the Brunswick-Glynn Joint Water & Sewer Commission. Assesses safety and maintenance training needs and develops required training programs for maintenance personnel to improve safety practices, build necessary skill sets, and increase resource flexibility.

ESSENTIAL FUNCTIONS

- Assists Deputy Executive Director in overseeing the maintenance of the wastewater treatment facilities, wastewater collection systems, water production facilities, and water distribution facilities.
- Assists in planning the full extent of maintenance work needed to conduct the relevant preventive, predictive, or planned maintenance activities of the utility operating divisions.
- Oversees reactive maintenance activities as needed.
- Develops and/or manages the maintenance planning and scheduling processes of the JWSC.
- Develops cost and time estimates of planned maintenance work to improve resource utilization.
- Coordinates with operating superintendents to schedule manpower and resources for the most effective maintenance outcomes.
- Works closely with Purchasing Director to procure all necessary parts, equipment, and services to perform required maintenance activities.
- Develops standard operating procedures (SOP) that promote safety conscious and defect-free maintenance work quality for the utility operating divisions.
- Utilizes Cityworks or other computerized maintenance management software programs to maintain asset maintenance history and resource usage.
- Converts the JWSC asset maintenance strategy into an effective and efficient maintenance strategy for workplace activities.
- Audits operational and maintenance activities performed by operating divisions to determine necessary safety improvements and/or training.
- Provides or schedules safety training for new employees.
- Audits maintenance activities performed by operating divisions to determine necessary skills and/or training gaps present in workforce.
- Designs maintenance training programs for utility maintenance personnel to improve overall skill base of maintenance workforce.
- Coordinates with operational superintendents the training of maintenance staff to allow for coverage of required maintenance activities during training.
- Consults with Commission, Executive Director, Deputy Executive Director, and regulatory agencies; implements utility rules, regulations, and policies.
- Sets and tracks metrics for staff activities and performance measurement using asset management program software and management tools; improves maintenance costs and efficiencies through use of asset management database and work order planning tools for cost improvements that include but are not limited to material changes, task scheduling, functional coordination actions, etc.
- Directs the preparation of division reports to all agencies; receives reports, charts, blueprints, forms, correspondence, and contracts; reviews, processes or forwards; maintains documentation for reference.
- Assists in annual operating and capital budget development tasks through prioritization of maintenance spending and creating equipment replacement schedules.
- Manages maintenance contracts as appropriate.
- Assists in assuring compliance with all local, state and federal laws and regulations.
- Assists in maintaining high levels of customer service throughout the organization.

- Assists in policy development and implementation.
- Responds to emergency calls for assistance; coordinates with other local and state agencies whenever necessary or appropriate to maximize resources and services.
- Responds to written and verbal inquiries and requests as needed.
- Maintains effective working relationships with consultants, contractors, vendors, local, state, and federal agencies involved in public works projects, programs or services.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of wastewater treatment facilities operations and maintenance principles.
- Knowledge of wastewater collection system operations and maintenance principles.
- Knowledge of lift station inspection, repair, and maintenance principles.
- Knowledge of water production facilities operations and maintenance principles.
- Knowledge of water distribution systems operations and maintenance principles.
- Knowledge of the safety hazards and safe practices in construction, operation, and maintenance of a full service water and wastewater utility.
- Knowledge of Cityworks computerized maintenance management software or other related CMMS.
- Knowledge of typical utilities projects, programs and services.
- Knowledge of automated applications to support administrative activities.
- Skill in preparing short and long-term plans for water/wastewater facilities and infrastructure to serve a growing community. Experience in strategic planning.
- Skill in working drawings for construction and maintenance projects.
- Skill in designing programs, organizing staff, and directing the full range of activities to support programs and services.
- Skill in preparing and presenting training materials that are both effective and easy to understand.
- Skill in directing and managing the cost-effectiveness of program activities.
- Skill in evaluating the effectiveness of programs and in making appropriate modifications.
- Proven skill in managing work, leading others, and delegating responsibility.
- Skill in interpersonal communication.
- Skill in public speaking.
- Skill in communicating effectively, both orally and in writing. Ability to work as a member of the management team and to promote the goals and objectives of the overall organization.
- Skill in maintaining accurate records, preparing effective reports, and making effective presentations.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied maintenance and administrative duties. The variety of operational areas impacted by the work contribute to the complexity of the work.
- The purpose of this position is to oversee the preventive, predicted, and planned maintenance programs of the water and wastewater assets of the Brunswick-Glynn Joint Water & Sewer Commission. Successful performance ensures the effective and efficient operation of the utility and affects the quality of life for residents and visitors.

CONTACTS

- Contacts are typically with JWSC employees, Commission members, elected and appointed officials, attorneys, contractors, vendors, customers, government regulators, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- The work is occasionally performed while intermittently sitting, standing, stooping, walking, bending or crouching.
- The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.
- The employee is occasionally exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an associate's degree in a course of study related to the occupational field.
- Sufficient experience to thoroughly understand the diverse objectives and functions of the divisions and departments in order to direct and coordinate work within the divisions, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain an appropriate state-certified license for water treatment or distribution.
- Possession of or ability to readily obtain an appropriate state-certified license for wastewater treatment or collection systems operation.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.