



## **Wastewater Maintenance Supervisor**

### **Wastewater Treatment**

#### **JOB SUMMARY**

This position is responsible for supervising and performing maintenance and repairs to process equipment at the agency's wastewater treatment plants.

#### **MAJOR DUTIES**

- Oversees, directs, assigns and participates in the safe repair of all pumping, detention, transmission piping, belt press, dryer, and conveyor systems.
- Prioritizes and plans work assignments; makes assignments to maintenance personnel; monitors work to ensure compliance with standards.
- Coordinates on-call scheduling for maintenance personnel; responds to after-hours emergencies.
- Processes work orders and ensure completion.
- Performs mechanical maintenance and repair of all wastewater treatment plant equipment.
- Oversees and implements the plants' preventative maintenance program.
- Purchases equipment, materials, and supplies; performs cost comparisons for services, equipment, and supplies; performs inventory duties; Assists with the development and administration of division maintenance budget.
- Monitors, installs, calibrates, and repairs various mechanical equipment; Performs related duties.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the installation, repair, and maintenance of mechanical equipment.
- Knowledge of division and agency policies and procedures; Knowledge of electrical components and wiring.
- Knowledge of computers and computer programs; Knowledge of plant operational processes.
- Skill in the operation and maintenance of mechanical equipment;
- Skill in thinking clearly under difficult circumstances; Skill in troubleshooting mechanical equipment.
- Skill in planning, organization, and decision making; Skill in oral and written communication.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied supervisory and maintenance duties. The necessity of working near high voltage electrical lines and near contaminated water contributes to the complexity of the position.
- The purpose of this position is to supervise the maintenance of wastewater treatment plant equipment. Successful performance helps ensure safe and efficient wastewater treatment plant operations.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.
- The work is typically performed in a wastewater treatment plant. The work may also be performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts and contagious or infectious diseases. The work requires the use of protective devices such as masks, goggles, and gloves.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- 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.
- Possession of or ability to readily obtain an appropriate state-certified license for wastewater treatment.