

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** Maintenance Supervisor - Plants

**UNION:** 231

**CLASS TITLE:** Program Manager 1

**SG:**S-11

**CS:**N

**DEPARTMENT:** Public Works Operations

**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 to the Superintendent of Operations. Works independently under general supervision. Performs work under the guidance of State regulations, City, departmental, and division policies and procedures. Works as a team and coordinates work with the water/wastewater plant supervisors and laboratory supervisor. Supervises the work of office and field maintenance crews.

#### **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 a 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. Oversees a computerized maintenance management system. Manages utilization of maintenance system to track work requests, maintenance records on equipment and services for fault analysis, costs effectiveness of servicing, and life cycle costs of equipment. 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. May act as project manager/coordinator on special projects. Researches/determines compatibility and serviceability of equipment with present system, as well as availability of parts and manufacturer service.
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, monitors budget for assigned area. Makes recommendations and assists superintendent in development of preliminary budget for assigned area.

**ADDITIONAL WORK PERFORMED:**

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

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

- 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, 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.
- 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.
- Ability to develop and maintain accurate computerized maintenance records systems.
- Willingness to accept "on-call" status for equipment failures.
- Physical mobility to make on-site inspections/visitations of worksites at all facilities.

**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 wastewater plant is a high risk environment which requires 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:**

- Successful completion of 90 credit hours comprising a combination of training in electrical, electronics or instrumentation, mechanical maintenance, hydraulics, pneumatics, engineering technology or closely related area. Training must have been completed through community college, technical or vocational school, equivalent military institution or other City-approved institution.
- Five (5) years of experience in an industrial or process plant environment performing corrective and preventive maintenance on complex industrial equipment.
- Two years of supervisory or lead experience including responsibility for organizing, prioritizing, and assigning work.
- 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.

**NECESSARY SPECIAL REQUIREMENT:**

- Must have or be able to obtain Washington State Certification in the following areas:
  - Cross Connection Control Specialist within one year of hire.
  - Water Distribution Manager III within three years of hire.
- 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.

\* Note: Substitution for education and training requirements are available as outlined in the Washington Administrative Code Chapter 246-292.

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