



Job Title: Facility Maintenance Supervisor
Department: Water / Wastewater
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: See Below

Accountability

Under the direction of the Water/ Wastewater Director.

Job Summary

Supervises all employees within the Utility Maintenance Worker classifications and the Wastewater Treatment-Sanitary System Operator and performs a variety of semi-skilled and skilled work in the service, repair and maintenance of the water production, distribution, treatment, and sanitary collection systems as well as operating the water treatment and wastewater treatment plants.

Essential Job Functions

Assists Director in the planning, assigning, and coordination of subordinate personnel involved in all phases of operating and maintaining the water system, municipal pool system, and wastewater facility and sewer system; advising subordinates on operational requirements to operate all water and wastewater facilities; monitoring and evaluating employee performance; technical and safety training of subordinates. Inspects, reviews, and advises subordinates on site to ensure proper safety methods and equipment are maintained. Maintains mechanical and electrical equipment including pumps, valves, blowers, and other items in the water production, distribution, and treatment systems. Supervises and participates in the maintenance and repair of specialized equipment such as electric valves, mechanical seals, air relief valves, sludge collecting and aeration equipment, gear reducers, high voltage motors, pumps and compressors. Supervises and participates in the maintenance and repair of specialized equipment such as electric valves, mechanical seals, air relief valves, sludge collecting and aeration equipment, gear reducers, high voltage motors, pumps and compressors. Inspects water transmission lines, pumps, wells, compressors and motors, and related equipment to ensure proper operation. Inspects operations work to ensure that federal, state, and local standards are being maintained. Implements and maintains the work order files and records for the utility plant mechanical/electrical and equipment preventative maintenance program, including recommendations to improve efficiency. Serves as backup operator to the water production facility, and turns on/shuts off pumps, changes wells, and takes samples for chlorine and nitrate restrictions. Acts as lead person in the cross-connection program and in emergency response to main breaks, service leaks, and drops in pressure. Oversees the maintenance and replacement of fire hydrants. Works directly with contractors on utility system projects.

Additional Duties and Responsibilities

Serves as the Water/Wastewater Director in their absence; operates the SCADA system. Performs additional work as required.

Knowledge, Abilities and Skills

Ability to: work under adverse weather conditions; lift minimum of 50 lbs. of concrete or other materials; carry, push and pull a variety of equipment, materials and tools; stand, walk, climb, balance, stoop, kneel, reach, bend, and work in a crouched position for extended periods of time; work in confined areas and near bodies of water; climb up onto and down from equipment; work in strong and sometimes offensive odors. Ability to: assist Director in the design and implementation of new installations; plan, organize, and supervise the work of subordinate employees in systems operations; expertly inspect mechanical and electrical equipment such as pumps, high voltage motors, compressors, sludge or water transmission lines and other equipment related to water/wastewater systems to determine maintenance and repair needs. Considerable knowledge of: the sanitary collection system, water distribution system, pumping stations, preventative maintenance of systems, well field operations, chemical injection, water treatment, wastewater treatment, lab/sampling requirements, record keeping, state/federal regulations, necessary safety precautions for operations and personnel; SCADA system operation; basic and special maintenance tools, gauges and machinery used in repair, servicing and maintenance of service utilities; established routines, practices and operation of equipment related to measuring and testing of water/wastewater plant processes. General understanding of the City's budget process. Ability to: read and understand technical language, maintenance manuals, technical drawings, specifications, and maps; keep accurate records, make basic mathematical computations and operate computer programs including Microsoft Office; operate various equipment and tools including but not limited to: jet sewer machine, easement machine, vacuum machine, backhoe, dump truck, motor vehicles, skid loaders, sewer camera, mowers, trimmers, and general power tools. Ability to work evenings/weekends as needed and to rotate on-call duties; ability to work irregular hours—up to 18-hour shifts—when completing snow removal or emergency repairs; good oral and written communication skills to effectively communicate on a daily basis with the public, coworkers and

other departments; establish and maintain effective working relationships with City officials, subordinates, contractors, and the general public; capability to utilize City-owned computer for logging hours of work as well as leave requests.

Education and Experience

Graduation from high school or equivalent. Considerable experience in water distribution and sanitary systems services—at least four (4) years total, including at least four (4) years in the Utility Maintenance Worker classifications or equivalent; or Associate's Degree from an accredited college or university with major course work related to water and wastewater systems management and two (2) years of experience as a Senior Utility Maintenance Worker II or equivalent, that will provide extensive knowledge in water/wastewater treatment systems, water distribution systems, sewer collection systems, and system maintenance. One (1) year of experience with various computer programs and functions is desirable; or any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities deemed to be sufficient for the position.

Special Requirements

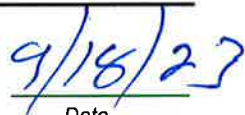
Possession of a valid Class B Commercial Driver's License with a tanker endorsement, or the ability to obtain within first six (6) months from hire date; must possess and maintain a Nebraska Class II Water Plant Operator Certification, Nebraska Backflow Technician VI Certification, and a Nebraska Class III Wastewater Treatment Plant Operator Certification. Must live within 30-minute response time.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*

Job Description Revision Approved:



City Administrator



Date