

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 16, 2015

SENIOR WASTEWATER MAINTENANCE PERSON

DISTINGUISHING FEATURES OF THE CLASS: Incumbents are responsible for supervising and participating in the maintenance, repair, and operation of the physical plant and all related equipment at a class 4a Sewage Treatment Plant (where applicable), tributary pump stations, and interceptor lines in order to prevent systems malfunctions. General supervision is received from the Chief Wastewater Treatment Plant Operator with leeway allowed for the exercise of independent judgment in making decisions on maintenance items and work required in the absence of the Chief Operator. The incumbent exercises direct supervision over subordinate maintenance personnel by assigning duties and inspecting their progress and completion and by ensuring that all repairs are done in accordance with safety standards. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Directs and schedules maintenance staff in both corrective and preventive maintenance including the readings of meters, recording instruments and gauges;
2. Prepares and maintains proper maintenance records for each part of the physical plant and related equipment including records of repairs, replacements, preventive maintenance testing program, and inspection schedules and maintains inventory records of materials, tools, and supplies;
3. Supervises and participates in the maintenance of buildings and grounds;
4. Supervises and participates in lubrication of equipment and inspections for equipment malfunctions;
5. Supervises and participates in replacement of pump and valve packing;
6. Supervises and participates in service and replacement of bearings in motors and other equipment;
7. Supervises and participates in installation and starting of new equipment;
8. Does plumbing, welding and cutting work;
9. Repairs meters and gauges;
10. Inspects and services mechanical and electrical control systems;
11. Maintains heating and ventilating system;
12. Operates equipment and vehicles as required for the maintenance of a wastewater treatment plant;
13. When assigned, is responsible for performing diagnostic testing on plant equipment and systems and for completing reports including those required for State agencies;
14. Is responsible for and may participate in billings for sewer usage and department budget preparation.
15. Recommends plant equipment upgrades and replacement to the Chief Operator and orders required equipment and/or supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the common practices, tools, terminology, and principles involved in the maintenance and repair of wastewater treatment plant and pump station equipment; good knowledge of pumps, motors, valves, gauges and accessory equipment; ability to understand written and oral instructions; ability to direct the work of others in the repair of pumps, valves and related mechanical and electrical equipment; mechanical aptitude; alertness and dependability; physical endurance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent status in the non-competitive title of Sewer Maintenance Person II or, four (4) years of permanent status in the non-competitive titles of Sewer Maintenance Person or Water and Sewer Maintenance Person.

OPEN COMPETITIVE:

Graduation from high school or possession of an equivalency diploma **and** five (5) years experience in the maintenance of wastewater treatment plant or related equipment, one (1) year of which must have been in a supervisory capacity;

*When used in the Towns of Lewiston and Wheatfield, must have a Class B New York State Motor Vehicle license at time of appointment and throughout the duration of employment.

NOTE: Related equipment is work on a system that involved but was not limited to electric controls, piping, pumps, electric motors, gauges and recording equipment.