

DEPARTMENT:
CLASSIFICATION:
APPROVED:

NIAGARA COUNTY SEWER DISTRICT
COMPETITIVE
APRIL 11, 2022

FLSA Status: Exempt/Administrative 1/4/2010

SUPERVISOR OF SEWER MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising the maintenance and repair of all equipment at the wastewater treatment plant and tributary pump stations and interceptor lines. The incumbent supervises and directs Wastewater Maintenance Persons by assigning duties and inspecting progress and completion. Works under the general direction of the Chief Operator of the Sewer District who reviews reports for compliance. The incumbent is allowed a considerable degree of independence in carrying out the duties in conformance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Establishes and maintains a preventive maintenance program and associated schedules for all system equipment;
2. Assigns work to employees under his/her direction to implement preventive maintenance and corrective maintenance programs, and receives and reviews daily work reports;
3. Instructs and trains subordinate employees in maintenance and repair methods and techniques;
4. Modifies maintenance procedures to improve performance;
5. Recommends modifications in operating procedures to minimize unnecessary maintenance;
6. Reviews records of repairs, replacements, preventive maintenance and discusses it with Chief Operator;
7. Maintains records and inventory of materials, spare parts, tools, and equipment;
8. Prepares annual report and budget for plant and system maintenance;
9. Requisitions materials and supplies to maintain necessary inventory;
10. Recommends modifications to mechanical equipment to improve performance;
11. Supervises repairs and maintenance of collection and interceptor lines, including force mains;
12. Supervises the maintenance of grounds and buildings;
13. Supervises the maintenance of remote pump stations at the plant site and off-site;
14. Ensures compliance with all OSHA regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the common practices, tools, terminology, and principles involved in the maintenance and repair of wastewater treatment plant equipment; comprehensive knowledge of pumps, motors, valves, gauges, and accessory equipment; good knowledge of the common practices, tools, terminology and safety precautions employed in maintenance mechanic work; skill in the performance of plumbing, electrical, welding, carpentry and mechanical work; ability to work from plans, specifications and rough sketches; ability to understand and follow oral and written instructions; ability to plan, organize, and direct the work of others; ability to secure the cooperation of subordinates; ability to communicate with and coordinate the work of outside contractors; ability to plan and implement a preventative maintenance program; ability to maintain records on repairs, parts and supplies and to prepare reports;; initiative and resourcefulness in solving mechanical problems; good mechanical aptitude; manual dexterity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Six (6) years of full-time paid experience in the maintenance of wastewater treatment plant equipment, tributary pump stations, or interceptor lines or related field, including three (3) years in a supervisory role or management position; **OR**
2. Six (6) years of full-time paid experience in the maintenance of industrial equipment including pumps, motors, valves, gauges and related equipment, including three (3) years in a supervisory role or management position.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver's license at time of appointment and for the duration of employment.