



<b>Job title</b>	<i>Maintenance Supervisor</i>
<b>Reports to</b>	<i>Utility Director</i>

### **Job purpose**

The Maintenance Supervisor is responsible for the preventative and corrective maintenance of the Utility grounds, equipment and structures, piping, electrical and heating and ventilation systems. This position provides day-to-day supervision of the facility maintenance personnel, prepares and implements employee schedules, and implement management and safety procedures as set forth under Utility policies.

### **Duties and responsibilities**

1. Supervises Water Resource Recovery maintenance personnel.
2. Plans and implements preventative/corrective maintenance and improvement projects.
3. Performs routine utility inspections to assess maintenance needs.
4. Plans and implements preventative/corrective lift station maintenance.
5. Maintains required O & M manuals, as-built drawings and equipment manuals for reference.
6. Maintains required work orders, equipment history and other records to document maintenance history.
7. Performs employee evaluations and disciplinary actions. Counsels employees to improve performance.
8. Provides technical and safety training to employees. Implements and enforces safety policies and procedures.
9. Carefully coordinates and cooperates with Operations, Laboratory, Instrumentation/Data Process and Collection system departments.
10. Assist in Utility public relations and tours.
11. Participates in budget development and controls expenditures with the budget.
12. Requisitions and inventories necessary materials and supplies.
13. Responsible for maintenance personnel time and payroll approval.
14. Responsible for maintenance employee schedules.
15. Regularly reports department activities and facility performance to the Utility Director.

### **Qualifications**

#### **MINIMAL QUALIFICATIONS**

1. Graduation from an accredited high school or equivalent.
2. Two years' experience in supervision of a mechanical Wastewater Treatment Facility.
3. Post-secondary education in a skilled craft, such as an electrician, pipe fitter, plumber, machinist, etc.
4. Knowledge of wastewater treatment technology, including equipment, processes, theory and problem identification and solution.
5. Possession of a valid Indiana Class III Municipal Wastewater Treatment Plant Operations Certificate or ability to obtain within one year.
6. Ability to perform arithmetic, algebra, and geometric problems.
7. Ability to read, write, and verbally explain or demonstrate work instructions in English.
8. Ability to read and interpret as built drawings, equipment manuals, O & M manuals, and process control manuals.

9. Must have a valid Indiana Driver's license or ability to obtain within ninety days.
10. The ability to establish and maintain effective working relationships with fellow employees, supervisors, other departments, contractors, consultants, and the public.
11. The ability to use courtesy, tact, diplomacy, and persuasiveness when coordinating with and training others.

**DESIRED QUALIFICATIONS**

1. Possession of a valid Indiana Class IV Municipal Wastewater Treatment Plant Operations Certificate.
2. Bachelor's Degree in construction management, wastewater treatment, environmental technology, civil, sanitary, or chemical engineering.

**Working conditions**

1. Incumbent works in both the office environment and the treatment facility. Incumbent must have the ability to work in a variety of environments which include steps, ramps, ladders, and confined spaces.
2. Incumbent is exposed to wastewater treatment chemical and biological hazards. The employee must be able to wear personal protective gear in accordance with the safety rules and guidelines to prevent exposure. He/She must also understand and follow safety and maintenance procedures.
3. Actions and decisions are controlled through the application of laws, rules, regulations, and guidelines such as set by the Indiana Department of Environmental Management, Indiana State Board of Health, Municipal and County Codes and Labor Laws.
4. Position is subject to weekend, holiday, and night on-call duty.

**Physical requirements**

Incumbent is required to be able to lift (50 lbs.) and move materials, reach overhead, bend down, crawl, kneel, and stoop. He/She must possess sufficient strength and agility to perform regular lifting and moving of materials.

**Direct reports**

Maintenance/Operator

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	<i>January 2018</i>

*City of West Lafayette Human Resources Department  
Updated Job Description Template: June 2017*