



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***WPC Plant Maintenance Supervisor***

Department: Water Pollution Control

Reports to: WPC Superintendent

Pay Grade: H13

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Exempt

#### **CLASSIFICATION SUMMARY**

The WPC Plant Maintenance Superintendent supervises and assists in the performance of the maintenance and repair of Water Pollution Control pumping and treatment facilities and equipment. The job determines priorities, assigns maintenance and repair tasks, and maintains maintenance and inspection records critical to the City meeting federal, state, and other standards for its wastewater discharge permit.

The job requires knowledge of the operation and maintenance of pumps, valves, hydraulics, pumping systems, generators, and co-generation systems, including the electrical and plumbing systems associated with them. The job also supervises the maintenance of vehicles and equipment, much of it specialized for use in wastewater treatment.

The job supervises the Building & Grounds, Maintenance Technician, Electrician, and Instrument Technician positions. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office environment and a sewage treatment building that may include exposure to hazardous chemicals, sewage treatment equipment, noisy and/or loud equipment, working in adverse weather conditions and hazards involving the use of power tools and equipment which subjects the employee to mechanical and electrical hazards. The job requires operating light and specialized equipment, power tools, and operating vehicles, including a truck and tanker trailer.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Supervises the installation, maintenance, troubleshooting, and repair work on pumps, generators, co-generation equipment, and related electrical, plumbing, mechanical, and structural systems in the WPC treatment plant and in pumping and lift stations.

Supervises the maintenance and repair on Department vehicles and specialized equipment including, but not limited to, jet trucks, vector trucks, semi-trucks, tractors, and related light, medium, and heavy equipment.

Supervises the maintenance of WPC facilities including the treatment plant, pump and lift stations, and collection system.

Determines priorities, assigns maintenance and repair tasks, and maintains work orders, maintenance, and inspection logs and records.

Maintains inventory of repair parts and tools, including ordering stock.

Monitors spending and implements the Department's annual maintenance budget.

Researches new equipment and instrumentation to maintain plant operating efficiency.

Maintains a safe work environment, supervising training in and implementation of safety protocols and procedures.

Responds to elected and appointed officials, City employee and citizen questions and comments in a courteous and timely manner.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Transports and spreads plant sludge (biosolids), as needed.

Operates light and medium equipment—forklift, backhoe, tractor, and snowplow, as needed.

Supervises other Department employees in the absence of their supervisor.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Installation, operation, maintenance, and repair of pumps, including associated electrical and plumbing systems;
- Installation, operation, maintenance, and repair of generators and co-generation equipment, including associated electrical equipment;
- Installation, operation, maintenance, and repair of hydraulic systems;
- Building trade skills including, but not limited to, carpentry, plumbing, electrical, mechanical, welding, and fabrication;
- Maintenance and repair of specialized equipment, including but not limited to, jet trucks, vector trucks, and related equipment;
- Maintenance and repair of light, medium, and heavy diesel and gasoline-powered vehicles and equipment;
- Employee supervision, training, evaluation, and disciplinary methods, techniques, and objectives;
- State, local, and other applicable building, safety, and health codes and regulations;
- Federal regulations and City policies regarding safe work practices relating to use of heavy equipment, power tools, ladders and power lifts, and repair and maintenance materials;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Supervise the installation, maintenance, and repair of pumping, electrical, plumbing, co-generator, hydraulic, mechanical, and related structural and operating systems;
- Supervise the operation, maintenance, and repair of specialized equipment including, but not limited to, jet trucks, vector trucks, semi-trucks, tractors, and related light, medium, and heavy equipment;
- Assign, supervise, and evaluate the work of maintenance and repair employees;
- Weld, fabricate, install, and maintain pipes, valves, check valves, and collection systems;
- Operate hand tools;
- Operate a motor vehicle, including a semi-truck and trailer;
- Operate a personal computer, including programs and applications specific to the duties;

- Read and interpret technical manuals, blueprints, and diagrams;
- Maintain maintenance records, logs, and documentation;
- Implement an annual budget and monitor spending for compliance;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Use effective judgment to make sound and reasonable decisions and problem-solving skills in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED;
- Three (3) to five (5) years' experience in a related field preferred;
- Wastewater Treatment Class IV Certificate preferred;
- Class A CDL with trailer endorsement required\*.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb ladders, work at heights, and in confined spaces. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 100 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**\*Hiring Note:**

The WPC Plant Maintenance Supervisor position requires a Class A CDL with endorsements within six (6) months of hire. Failure to acquire this certification by the established date will violate the terms of the position and will result in layoff from the position.