

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	WWTP Operations and Maintenance Manager	CLASS. CODE:	0557
DEPARTMENT:	Public Works	FLSA:	E
REPORTS TO:	WWTP Services Manager	DATE:	7/1/2002

Job Summary:

Reports directly to WWTP Services Manager and is responsible for the Operations and Maintenance sections. Responsible for round the clock operation of the Plant and all maintenance functions.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Short and long term planning of programs, methods, staffing, and equipment needs for facility.
2. Develops financial and budgetary information for the maintenance and operations programs and monitors budget expenditures. Creates annual and long term plans for all major plant maintenance, major replacements and improvement projects.
3. Provides electrical and mechanical maintenance operations, including warehouse, computer, and distributed control system operations for the Plant. Provides 24/7 operation of the plant process and facility.
4. Develops, implements and reviews standard work procedures, performance standards, maintenance records systems, and a personnel training and development program.
5. Maintains a quality employee hiring and an employee performance evaluation system.
6. Performs specification preparation and contract management for major maintenance, major replacements, contract maintenance, and specialty applications for the plant.
7. Develops, implements and reviews standards as applied to plant drawings, schematics, spare parts, equipment, and facility modifications, replacements, and/or upgrades.
8. Supports other sections of the Treatment Facility in achieving the Plant goal of 100% compliance with the Clean Water Act and recycle of residuals.
9. Using specific criteria, guidelines and procedures to determine how to deal with a variety of problems, questions and situations regarding plant maintenance and construction work.
10. Establishes criteria, develops projects, and assesses the effectiveness of major programs.
11. In dealing with major designs and plant or equipment modifications, meets with City and External Engineer groups.
12. Speaks with Datacenter and External computer groups regarding Plant computer systems and CMMS system maintenance.
13. Involved with the Purchasing Department to discuss contracts, specifications, and major purchases.
14. Meets with payroll to discuss time accounting and time-sheet development.

Important Job Functions

1. Develops, implements, and reviews energy management and power generation programs for effective use of plant resources.

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2. Ensures compliance to regulatory standards and codes for plant maintenance and construction work.
3. Assumes the duties of the Wastewater Treatment Plant Superintendent when assigned.
4. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in business administration or related field and,

Five (5) to Seven (7) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- State Limited maintenance Electrical License is desirable.
- State restricted Energy Technician (Instrumentation) License is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office practices and procedures and basic office software products.
- Personnel selection, budgeting and accounting.
- Specification documentation and municipal purchasing procedures.
- Electrical Systems, instrumentation systems, distributed control systems, computer operating systems.
- Computerized management systems, preventive maintenance methods, predictive maintenance methods, and failure analysis (electrical, mechanical, etc.).
- HVAC systems, building structures, blueprints and schematics, civil and structural designs.
- Piping and fluid hydraulics, and high-pressure hydraulics and controls.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Refer to Personnel Rules, Council and Public Works Policies, and Budget Instructions, Purchasing Manual, and Code books in order to fulfill the requirements.
- Use word processing, spreadsheets and database systems.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.

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- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, stoop.
- Drive motor vehicles.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.