

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Wastewater Plant Mechanical Supervisor	CLASS. CODE: 0560
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Maintenance and Operations Supervisor	DATE: 7/1/2002

Job Summary:

Supervises the work of technicians and maintenance staff. Responsible for Willow Lake's mechanical processes, facilities and equipment, including preventive and corrective maintenance, equipment replacement and system upgrades.

Essential Job Functions

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

1. Plans, directs, coordinates and supervises the repair, service, installation and adjustment of various pumps, blowers, mixers, oxygen generation equipment, compressors, feed systems, valves piping, HVAC and other plant mechanical systems, components and facilities.
2. Develops, schedules and oversees the preventative and corrective maintenance of the mechanical systems and facilities. Researches and develops operation and maintenance procedures and preventive maintenance activities.
3. Maintains and reviews operating and crew records and prepares required reports.
4. Forecasts maintenance repair needs and recommends needed equipment and replacements. Maintains computerized records of equipment installation and repairs.
5. Provides training for Operations and Maintenance staff and coordinates maintenance activities.
6. Provides support and direction for skilled technicians and other maintenance employees.
7. Manages contracted services related to mechanical systems and facilities repairs, maintenance and installation.
8. Monitors plant mechanical equipment performance and makes recommendations to improve performance and efficiency.
9. Reviews and makes recommendations for current construction projects and future plant expansions.
10. Prepares formal evaluation of employee performance and conducts annual performance appraisals. Develops work plans for employees who need improvement and handles disciplinary actions. Interviews candidates for positions and hires new employees as needed.
11. Assists in the development of annual budget for facility and mechanical maintenance. Monitors budget expenditures related to mechanical maintenance.
12. Researches and makes recommendations for purchase of equipment and supplemental services.
13. Reviews and approves small purchases of parts, equipment, tools and other supplies related to maintenance activities.

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Important Job Functions

1. Attends meetings as required.
2. Pilot tests new products or systems to improve mechanical system performance.
3. Performs other duties as required by WTP Maintenance Supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer.
- Crane, forklift, tractor, bobcat, trucks and other motor vehicles.
- Hoist, band saw, press, drill press, welder, shop, and other power and hand tools.
- Pumps, motors, engines, generators, compressors, HVAC equipment.
- Calculator.
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associates degree from an accredited college or university in Water/Wastewater Treatment Technology, engineering or a related field; and,
Five (5) to six (6) 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):

- Crane Operator or Crane Supervisor Certification required.
- Oregon Class "C" Drivers License required.
- Water/Wastewater Treatment Certification (Level III or Above) desired.
- Journeyman in a mechanically related field desired.
- Welding certification (all types) desired.
- Stationary Engineer Certification desired.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, materials and tools used in the repair, maintenance and adjustment of industrial pumps, motors, blowers, engine generators, mixers, HVAC equipment, etc.
- Operating and testing equipment and controls installed for proper functioning of mechanical systems.
- Occupational hazards and proper safety precautions.
- Characteristics and specifications of systems and processes of wastewater treatment plants.
- Contemporary office practices and procedures and basic office software products.
- General accounting procedures.

Ability to:

- Read and interpret diagrams, drawings and specifications.
- Plan and operate a maintenance and servicing program and to secure operation of the systems.

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- Use modern diagnostic instruments and operating parameters of various mechanical equipment.
- Supervise and manage staff.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Use various software programs and modern equipment.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, City departments and other agencies.
- Maintain required work hours and attendance.

Physically able to:

- Work around hazardous machinery.
- Sit, keyboard, write, hear and speak for extended periods.
- Stand occasionally for extended periods.
- Bend, kneel and squat frequently.
- Lift up to 80 pounds.
- Work in hazardous environment including electrical hazards, heights, wet surroundings, loud and low noises, high temperatures, poor ventilation with dust and fumes present.

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.