

## **CLASS TITLE: WATER/WASTEWATER MAINTENANCE SUPERVISOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision supervises the installation and repair of electrical and mechanical equipment in water and wastewater facilities and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Supervises and participates in the maintenance, repair of various valves, pumps, motors, controls, meters and other equipment as necessary
- Manages computerized preventive and corrective maintenance program
- Inspects and evaluates the completed work
- Prepares plans and sketches for equipment alterations and repairs as needed
- Investigates and resolves complaints
- Plans, lays out, and assigns work to a crew of plant maintenance employees and ensures they are trained
- Maintains and enforces a workplace safety program
- Maintains an inventory of equipment, materials, supplies and other records
- Prepares various work reports and other paperwork
- Attends various technical meetings
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and eight (8) years of experience in the maintenance, repair, and operation of industrial machinery and equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Preference will be given to candidates with an associate's degree from an accredited college or university in electronics, construction management, or a related field or an Oklahoma Unlimited Journeyman's license in Electrical or Mechanical or a Journeyman Plumber license.

Employee will be eligible for the equivalent of a one step increase upon possession of the appropriate valid class "B" Water and/or Wastewater Operators License as issued by the Department of Environmental Quality (DEQ) and six (6) months employment in the position. Additionally, employee will also be eligible for the equivalent of a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position.

Employee will be eligible for the equivalent of an additional one step increase upon possession of the appropriate valid class "A" Water and/or Wastewater Operators License as issued by the Department of Environmental Quality (DEQ) and one (1) year employment in the position. Additionally, employee will also be eligible for the equivalent of a one step increase upon completion of sixty (60) accredited college hours (or associates degree from accredited college) and one year of employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of electrical and mechanical maintenance and repair methods and requirements; considerable knowledge of operating principles of pressure pumps and other equipment related to water and wastewater facilities; considerable knowledge of methods and practices of repairing and maintaining electrically driven pumps and other machinery; and good knowledge of mechanics and practical electricity. Ability to organize work and supervise maintenance personnel; ability to detect and analyze defects and flaws in mechanical equipment and to initiate proper corrective measures; ability to make cost, material, and labor estimates for repair work; ability to manage tracking systems for pump and motor repair and maintenance; ability to clearly communicate technical and operational information; ability to inspect and evaluate the work done by skilled and unskilled craftsmen and others employed on repair projects; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

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Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License; and possession of the appropriate valid Class "C" Water and/or Wastewater Operators License as issued by the Department of Environmental Quality (DEQ).

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather; may require some travel to various City locations to conduct inspections and performs field work; and may require irregular work hours.

**Class Code: 1171**

**EEO Code: E-07**

**Pay Code: EX-36**

**Group: Labor and Trades**

**Series: Labor and Trades Supervision**

**Effective date: August 15, 2018**