

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: WASTEWATER MAINTENANCE LEAD
DEPARTMENT: GENERAL SERVICES
REPORTS TO: MAINTENANCE SUPERVISOR

DATE: 01/24

JOB SUMMARY:

Performs responsible daily coordination involving the maintenance of the wastewater treatment facilities and pump stations.

ESSENTIAL JOB FUNCTIONS:

Evaluates and recommends improvements to wastewater equipment and procedures.

Coordinates maintenance operations at treatment plants and pump stations; plans, allocates, and monitors time, personnel, and equipment to ensure efficient organization and completion of work; monitors productivity and work flow; resolves problems to ensure that deadlines are met.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring, training in job skills, appraises performance, reporting problems to supervisor, and planning, assigning, and directing work.

Performs skilled maintenance work; inspects, repairs, and maintains equipment, machinery, and SCADA system.

Manages purchasing and inventory control for parts, equipment, and supplies.

Prepares schedules for shift assignments, weekly duties, monthly work schedules, and preventative maintenance duties.

Maintains records of chemical inventories and requests orders be placed when necessary to maintain uninterrupted process integrity.

Performs inspections of equipment, tanks, and processes to ensure proper and safe operation; checks for proper equipment lubrication; records pressure gauge readings, flow rates, tank levels, adjusts equipment as necessary to meet established operational objectives; removes faulty equipment from service and places standby equipment online.

Provides project management duties for complex wastewater equipment repair and replacement completed by city maintenance staff.

Maintains the wastewater facility computerized maintenance management system including scheduling of repairs, monitoring/assigning preventive maintenance tasks, inputting new assets, and providing asset management analysis and recommendations to administration.

Overtime is required.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Sludge Dewatering Equipment
Pumps
Laboratory Apparatus
Photocopier

Sludge Thickening Equipment
Blowers
Motor Vehicles
Telephone

Meters
Computer
Hand Tools

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and an Associate's Degree in Environmental Science or a related field; and four years of progressively responsible experience in a wastewater treatment plant with at least 2 years in a supervisory capacity; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications: Current Grade I or Grade I OIT State of New Hampshire Water Pollution Control Facility Operator's License; Valid New Hampshire Driver's License; May be required to be respirator qualified

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, techniques, processes, equipment, and machinery utilized in the operation of a wastewater treatment plant.

Principles of supervision, training, and performance evaluation.

Applicable state, federal, and local laws, rules, and regulations.

Record keeping, report preparation, filing methods, and records management techniques.

Computer applications related to the work.

Basic budgetary principles.

Skill in:

Organizing work and setting priorities.

Analytical practices.

Communicating clearly and effectively, orally and in writing.

Preparation of clear and concise reports, memos, and other correspondence.

Operation and maintenance of wastewater treatment equipment.

Mental and Physical Abilities to:

Read and interpret documents such as safety rules, and operation and maintenance instruction and procedure manuals.

Provide direct supervision of assigned work unit.

Follow written and oral instructions.

Perform routine and strenuous work.

Instruct others in techniques and methods utilized in the wastewater treatment system.

Define problems, collect information, establish facts, and draw valid conclusions.

Read and understand engineering plans and specifications.

Establish and maintain effective working relationships with other departments, employees, and the general public.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and at a wastewater treatment plant and related facilities.

The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals.

Work is performed outdoors, occasionally in cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, and gloves.

Work exposes employees to risk of electrical shock, potential explosive environments, confined space entry exposure, and working in high situations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.