

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: WATER TREATMENT MAINTENANCE SUPERVISOR
DEPARTMENT: GENERAL SERVICES
REPORTS TO: WATER TREATMENT PLANT SUPERINTENDENT

DATE: 08/10

JOB SUMMARY:

Performs responsible technical and supervisory work involving the maintenance and repair of all water treatment plant facilities, pump stations, and grounds.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including training in job skills, addressing complaints, resolving problems, conducting performance appraisals, ensuring efficient utilization of resources, and planning, assigning, and directing work activities.

Responsible for overseeing, maintaining, and recording accurate data pertaining to plant and pump station maintenance activities, including, but not limited to equipment work order history, preventive maintenance performed, pump station flows, and instrument calibration records.

Procures and maintains adequate inventory of parts, materials, and supplies to ensure efficient and continuous operation of the water treatment facilities.

Inputs data to the computerized maintenance management system and extracts appropriate data and reports as required.

Actively participates in facility maintenance and repair activities as necessary.

Evaluates and recommends improvements to processes, equipment, and procedures.

Prepares reports and memos as necessary to communicate required information to supervisor and subordinates.

Attends meetings with city staff or outside consultants to assist in the review and development of project proposals, discuss department or division goals and objectives, and provide input regarding development of the annual division operating budget.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicles/Motor Boat	Generator	Meters
Welding Equipment	Electrical Testing Equipment	Pumps
Hand Tools	Shop Tools	Power Tools
Compressor	Fork Lift	Computer
Ventilation Blower	Telephone	Photocopier

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: High School diploma or GED; and two years of additional formal training or course work in a related trades maintenance field; and Four years of progressively responsible experience in facility repair and maintenance with at least two 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 II State of New Hampshire Water Control Facility Operator's License (preferred); 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 water 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.

Use of tools and equipment required in operation and repair of water treatment systems.

Mental and Physical Abilities to:

Mechanical and electro-mechanical aptitude.

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 water treatment system.

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

Read and understand engineering plans and specifications.

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

Frequently lifting light objects and occasionally lifting heavy objects (more than 100 lbs).

Climb ladders, perform mechanical work at an elevated height.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Have vision acuity to include near, far, depth perception, peripheral and clarity.

Working Conditions:

Work is performed in an office and at a Water Treatment Plant and related facilities.

The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, toxic, caustic, or irritating chemicals, and fumes or airborne particles.

Work is performed outdoors, occasionally in extreme cold, in extreme hot, humid conditions, and/or high wind conditions.

Work may be required in elevated

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

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.