

**DEPARTMENT:** NORTH TONAWANDA  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 11, 2017

**WATER AND WASTEWATER TREATMENT PLANT MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the maintenance and repair of buildings, machinery and equipment at the municipal water and wastewater treatment plants. The Maintenance Supervisor works under the general supervision of the Superintendent and is allowed a considerable degree of independence in carrying out the duties in conformance with established policies and procedures. Supervision is exercised over the work of maintenance personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Has responsible charge of routine maintenance and repair activities for the water and wastewater treatment plants;
2. Plans, oversees and, as necessary, participates in maintenance and repair jobs;
3. Assigns maintenance personnel to specific jobs;
4. Instructs and trains subordinate employees in maintenance and repair methods and techniques;
5. Develops and oversees a comprehensive preventive maintenance program and ensures that it is complied with;
6. Plans and administers a record keeping system for equipment, repairs, parts and supplies, inventory and maintenance costs;
7. Maintains a running inventory of parts and equipment and insures adequate supplies are on hand at all times;
8. Supervises and participates in a wide variety of repairs to pumps, mechanical screens, degrading equipment, centrifuges, chlorine machines, sludge and grit conveyors, filters, compressors, piping and other pneumatic and hydraulic equipment;
9. Evaluates the complexity of repair jobs and in the case of major ones, recommends the use of outside contractors;
10. Conducts periodic inspections of all equipment and machinery;
11. Assists the Superintendent in the preparation of the annual budget.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the methods, tools and common practices involved in the operation, maintenance and repair of a wide variety of electrical, mechanical, hydraulic and pneumatic machinery and equipment contained in water and wastewater treatment plants; good knowledge of the common practices, tools, terminology and safety precautions employed in maintenance mechanic work; skill in the performance of plumbing, electrical, welding, carpentry and mechanical work; ability to work from plans, specifications and rough sketches; ability to understand and follow oral and written instructions; ability to plan and supervise the work of others; ability to plan and implement a preventative maintenance program; ability to maintain records on repairs, parts and supplies; initiative and resourcefulness in solving mechanical problems; good mechanical aptitude; manual dexterity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**SUGGESTED PROMOTIONAL:** Two (2) years of permanent competitive status as a Senior Water & Wastewater Treatment Plant Mechanic or four (4) years as a Water & Wastewater Treatment Plant Mechanic.

**OPEN COMPETITIVE:**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in electrical technology, or other appropriate technical field **AND** three (3) years of experience in the maintenance and repair of mechanical, electronic, hydraulic or pneumatic equipment; **OR**
2. Graduation from high school or possession of an equivalency diploma **AND** five (5) years of experience in the maintenance and repair of mechanical, electronic, hydraulic or pneumatic equipment; **OR**
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).