

## Maintenance Supervisor

FLSA Status: Exempt

### BRIEF DESCRIPTION:

Under general supervision of the Water System Manager, performs responsible technical and skilled lead work in the maintenance of a water plant and related facilities; performs responsible supervisory duties and coordinating schedules of subordinate personnel; assists Water System Manager with planning and oversight of daily maintenance activities; performs related work as required. This position is available 24hours per day, 7 days a week, 365 days per year and is actively engaged in always maintaining regulatory compliance.

### ESSENTIAL FUNCTIONS:

Responsible for all aspects of maintaining the water treatment plant and related facilities. Coordinates/organizes/supervises maintenance and groundskeeping staff and tracks their utilization; plans, manages workload/implementation of maintenance work/activities using a computerized maintenance system, including the prioritization and scheduling of work in coordination with the Water System Manager. Responsible for the distribution/assignment of work, monitoring/tracking status and progress of work, making any necessary corrective actions and exercising QA/QC controls throughout the performance of work. Works with the Water System Manager on the procurement of maintenance equipment and makes decisions concerning outsourcing/contracting of maintenance work; establishes relationships and communication with outside sales vendors and equipment representatives to find replacement equipment for PTRWA systems; coordinates with manufacture representatives to preform maintenance and repairs not performed by PTRWA staff. Oversee and mentor maintenance personnel on professional development and training; coordinate and/or provide safety training to prevent, detect, and correct unsafe conditions. Responsible for managing the application of pesticides on all PTRWA grounds and works in coordination with the PTRWA Parks and Recreation Manager/Chief of Police to ensure successful management of aquatic weeds in the reservoir. Facilitates the management of utility line locates on behalf of PTRWA and serves as the principal contact for PTRWA with the North Carolina 811 center. Will facilitate GIS tracking and monitoring of PTRWA facilities and will work in coordination with the PTRWA Parks and Recreation Manager on required GIS locates in the PTRWA buffer. Is responsible for the oversight of the maintenance on the PTRWA fleet of vehicles and will work with the Water System Manager, Operations Supervisor and Laboratory Supervisor to ensure that vehicles are being maintained by assigned personnel. In emergent situations may be called on to serve as the operator for the PTRWA water plant and could be required to be on-site for extended periods in response to emergencies and extreme weather. Will prepare and administer annual merit evaluations for subordinate employees; responsible for administering disciplinary reports; assists with project management, purchase order procurement/reconciliation and general oversight of maintenance budget; performs other duties as required.

#### Note:

This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions above does not identify all duties performed by any single incumbent in this position.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Experience	Five to Seven years of hands-on experience in performing maintenance on Utility systems is desired.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	NC A-Surface Water, Maintenance Technologist, Grade 'A' Distribution, Pesticide Applicator certifications and a Valid Driver's License required. All certifications must be obtained within 24 months of employment.