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| CITY OF CEDAR RAPIDS POSITION PROFILE | JOB CODE #/TITLE: NB207 WPC Preventative Maintenance Supervisor |
| POSITION #/TITLE: 0118 Water Pollution Control Preventative Maintenance Supervisor | Adopted: 07-97 |
| | Revised: 05-14 |

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| POSITION DESCRIPTION |
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| Dept/Division: Utilities/Water Pollution Control | Manager Level: Supervisor |
| Salary Plan/Description: NBU/Non-Bargaining Unit | Salary Grade: 10 |
| Reports To Position #/Job Code #/JC Title: 0462/NB203/WPC Maintenance Manager | Dotted-line Reports To Position #/Job Code #/JC Title: |
| FLSA Status: Exempt | City Overtime Status (Employee Type): Non-Exempt (Exception Hourly) |
| Physical Demand Rating: Very Heavy | Work Environment: Uncontrolled |
| Pre-employment Testing: Drug and health screening after contingent offer. | Position Testing: Health screening, Requires use of SCBA |
| Personal Protective Equipment: Eye, Hand, Head, Foot, Hearing, Reflective Vest, Respirator, Protective Clothing, Gas Monitor | |

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| General Statement of Duties |
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Supervises and plans all preventative/predictive maintenance efforts for the Water Pollution Control plant and facilities; does related work as required.

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| Distinguishing Features of the Class |
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of preventive maintenance specialists and maintenance workers.

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| Examples of Essential Work (Illustrative Only) |
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Supervises and monitors all preventative maintenance work performed and makes recommendations to improve the Water Pollution Control Plant preventative maintenance program;
 Develops computerized maintenance management system preventative maintenance tasks for the preventative maintenance of plant equipment;
 Initiates corrective work orders from preventative maintenance inspections;
 Coordinates predictive resources and determines condition based on monitoring techniques to prevent premature equipment failure;
 Develops and updates preventative maintenance routines when changing or modifying equipment or processes;
 Maintains accurate records in computerized maintenance management system on all equipment indicating all repairs/breakdowns, replacements, required and performed maintenance;
 Assists with documenting the cost of maintenance repairs by keeping records of time and materials to be charged to each job;
 Assures maintenance personnel have the equipment and supplies necessary to perform duties;
 Coordinates annual, monthly and weekly work schedules and plans special projects with the Water Pollution Control Maintenance Manager;
 Establishes job priorities and time frames for, preventive maintenance specialists, and maintenance workers;

Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
Reviews and approves employee time records for accuracy and submits to payroll;
Updates and maintains the overtime call-in list;
Trains employees on equipment, task procedures, work standards and proper safety procedures;
Inspects water pollution control facilities noting areas that require attention and incorporates this work these into daily or weekly schedules;
Performs collection system emergency repair and maintenance;
Prepares bids, bid specifications and purchases and works with purchasing/inventory clerks to order supplies necessary to complete assigned projects;
Conducts project design and monitors for completeness of specification requirements;
Ensures that tools and equipment are maintained in good condition;
Conducts timely performance reviews and monitors performance and staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Develops and delivers presentations and attends meetings, conferences and workshops;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in water pollution control facility and operational maintenance and repair;
Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures;
Comprehensive knowledge of water pollution control facility maintenance, mechanical and structural trades;
Thorough knowledge of the operation of tools used in water pollution control facility maintenance including high pressure steam systems, chemical and gas feeders, welders, cutting torches, and torque wrenches;
Thorough knowledge of construction and building trades including carpentry, concrete, electrical and plumbing repairs and maintenance;
Thorough knowledge of inventory and purchasing principles, practices and technologies;
Ability to analyze equipment manuals and translate data into meaningful preventative maintenance schedules and routines;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to read and interpret blueprints and plans;
Ability to operate and instruct personnel in the operation of tools and machinery used in water pollution control facilities;
Ability to communicate effectively and establish and maintain working relationships with the Maintenance Manager, Operations Manager, stores, HVAC and maintenance personnel, contractors and subcontractors both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing production standards and performance, maintenance methods and materials, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college, technical institute or university with an Associate's Degree in construction management, bio-technology, skilled trades, environmental science, engineering or related field; and

Considerable experience in facilities maintenance or mechanical systems; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;

Sufficient vision, with or without reasonable accommodation, which permits the employee to operate hand and power tools and repair water pollution control facilities;

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate hand and power tools;

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to operate machinery, move construction materials, and work in confined spaces.