

## WASTEWATER MAINTENANCE SUPERVISOR

### **PURPOSE AND NATURE OF WORK**

Position is responsible, through a staff of skilled technicians, for all the activities of the Wastewater Maintenance section of the Department of Utilities. Work involves planning, budgeting and implementing policies and procedures, as well as day to day maintenance and repair of all wastewater treatment plants, all pumping stations, and all package plants for Lafayette Consolidated Government. Incumbent reports to the Wastewater Plant Operations Manager and has supervisory responsibilities for a moderately-sized staff of instrument and maintenance mechanics, electricians, and welders.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Monitors requests for maintenance and preventative maintenance of all electrical, electronic, and mechanical equipment at wastewater plants, pumping stations, and package plants. Prioritizes needs, allocates resources, checks on work in progress, and follows up on maintenance. Uses a work management software system, as well as on-site logs, to monitor maintenance and repair activities. Assists engineering staff or managers in preparing specifications, bid packages and in evaluating proposals for repair, rehabilitation, expansion or new construction of plants and equipment. Works with vendors to obtain quotes and to order equipment and parts; processes and approves payment for same. Keeps abreast of environmental, safety and health regulations as they affect maintenance activities and ensures compliance. Projects and forecasts need for, plans and follows up on, equipment replacement, overhauls, and expansions. Inspects work in progress by contractors. Prepares and assists in preparation of wastewater division budgets. Interviews prospective employees, recommends appointment or promotion, trains, prepares evaluations, and initiates disciplinary actions as necessary. Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Thorough knowledge of layout, location and characteristics of all wastewater plants, pumping stations, and package plants.

Thorough knowledge of policy, procedure, methods, materials and regulations affecting maintenance activities related to wastewater equipment maintenance.

Knowledge of wastewater plant processes, equipment, and common causes of failure.

Knowledge of pumps of all types, their characteristics, and maintenance requirements.

Knowledge of electric motors, controls and maintenance requirements.

Knowledge of electronics and computers used in SCADA and maintenance requirements of plants, and pumping stations, and package plants.

Ability to form and maintain working relationships with managers, engineers, employees and contractors.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in mechanical engineering or closely related field and extensive prior working experience in supervision of maintenance of wastewater utilities; or any related combination of education and experience.

### **SPECIAL NECESSARY QUALIFICATION**

Obtain a class IV Wastewater Collection and a Class IV Wastewater Treatment Certificate as issued by the State of Louisiana within three years of appointment.

Must be capable of responding to the site within one hour of being notified.