

NEW CASTLE COUNTY GOVERNMENT

Number 0850

CLASS SPECIFICATION

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Date 09/26/11

Title: FACILITY MAINTENANCE SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Directs and supervises the daily pump station, forcemain and treatment plant operations and coordinates maintenance and repairs for the pump stations, forcemains and treatment plants through various supervisors, staff and contractors. Supervises Master Mechanics, Plant Operations Technicians, Electronics Technicians, Wastewater Treatment Plant Operators, other supervisors, equipment operators, tradespersons, and skilled and unskilled workers to achieve daily maintenance and operational goals. Oversees and coordinates contract vendors in the installation, maintenance, operation, reconstruction, and repair of New Castle County sanitary sewage pumping stations and wastewater treatment plants; performs technical work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for planning, developing, assigning, and inspecting the work of employees and contractors to ensure the proper operation and maintenance of the County's sewage pumping stations, forcemains and treatment plants. This employee has sound technical knowledge of the operation of pumps and treatment facilities, in addition to knowledge of all relevant permitting and regulatory requirements, including but not limited to discharge permit requirements and the County Capacity, Management, Operation and Maintenance Program (CMOM). Responsibilities include investigating and responding to inquiries, complaints and problems. This employee has extensive contact with the public, other sections, divisions, and departments of the County and outside agencies as needed on pump station, forcemain and treatment plant related problems. The employee works independently under the general supervision of the Chief of Facility Maintenance or other designated supervisor. Higher level engineers and supervisors assist in the review and approval of projects and on highly technical problems that may arise.

EXAMPLES OF WORK: (Illustrative only)

- Provides for a safe work place for all personnel and the public through the maintenance of safety standards and procedures, including the holding of routine safety meetings, the prompt investigation and reporting of all accidents, and making recommendations for safety improvements;
- Plans, designs, schedules, lays out, inspects, and supervises maintenance and construction projects, preventive maintenance, and other work assignments related to operation and maintenance being performed by employees of the section or by contractors or vendors for the section;
- Prepares work order assignments in preparation for each day, to include the assignment of all personnel, vehicles and equipment for each work order;

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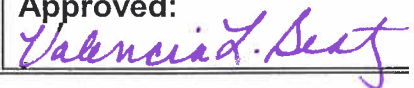
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- Reports to work prior to crews to ensure crews are properly equipped and efficiently dispatched and provides a daily work log of the same for Dispatch and Division records;
- Assists in managing the following programs as required for the Capacity Management, Operations, and Maintenance Program (CMOM):
 - criticality-based inspection program for the wastewater pumping stations,
 - corrosion control program for the wastewater transmission system,
 - processing of pump station run-time data in support of the hydraulic modeling of the wastewater collection system.
- Establishes maintenance schedules and reports;
- Prioritizes maintenance and operations resources to maximize the effectiveness in meeting established maintenance and regulatory goals;
- Writes, or assists in writing, specifications for contracts, equipment, and materials related to facility maintenance, and provides cost estimates for the same;
- Regularly inspects facilities for mechanical and electrical or related defects and takes appropriate steps to correct them;
- Diagnoses pump performance, sizes and selects appropriate pumps for wastewater applications;
- Oversees the remote alarm systems;
- Investigates inquiries and complaints related to pump stations, forcemains and treatment plants, as well as customer complaints;
- Performs and assists other sections with inspections of work in progress and completed work to assure conformance with plans and specifications and recommends acceptance or non-acceptance of work performed by contractors and vendors that will be turned over to the section for operation and maintenance;
- Determines and coordinates the delivery of support needs such as rental equipment, materials, contract vendors, and other agencies;
- Requisitions necessary equipment and materials;
- Attends public meetings as a representative of the County;
- Prepares various performance, status, progress, and work reports on a regular and as needed basis;
- Assists in budget preparation;
- Provides personnel and equipment support to other County sections, divisions, and departments upon request;
- Responds to after-hour emergency calls;
- Maintains time and material records;
- Assists in ensuring that all Sanitary Sewer Overflows (SSO) are reported to the State of Delaware Department of Natural Resources and Environmental Control (DNREC) as required;

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- Assists in ensuring that treatment plant discharges and operations are in compliance with DNREC permits;
- Supervises subordinate employees;
- Creates, reviews, and ensures the accuracy and completeness of all employee evaluations, NCC Risk Management Incident Reports, and Supervisor's Investigation Reports (SIR);
- Trains subordinate employees in the use of tools, measuring devices, techniques, methods, and calculations;
- Reports discipline for all section employees and creates all necessary paper work with documentation;
- Section contact for Department of Transportation required drug screening, post-accident screening and physical exams;
- Coordinates access and obtains permits to restricted areas, including but not limited to DuPont superfund sites, AMTRAK and CXS Right-of-Ways;
- Coordinates with other sections to complete required/requested work using the assets of the Environmental Operations Division;
- Responsible for all Miss Utility tickets necessary for the wastewater treatment and transmission systems, including the submittal and online monitoring of mark-out requests and meeting onsite with other utility representatives;
- Monitors condition of all vehicles and equipment, insures that all necessary maintenance and repairs are completed on a timely basis, assists with replacement schedule;
- Obtains permits from DeIDOT to include Wide Load and Utility Road Permits to work on state-maintained roads;
- Responsible for monitoring all construction work that requires DNREC Permits such as, but not limited to Sub-aqueous Lands, Well Point, Pumping, etc., and insures that all work is completed according to permit guidelines;
- Maintains up-to-date Certified Construction Reviewer (CCR) License, Confined Space Training, Trench & Shoring Certification;
- Responsible to coordinate with Human Resources Office in matters concerning Flagger Training, Drug and Alcohol Testing, CDL Substance Testing, Incidents Reports and Supervisor Investigative Reports (SIR);
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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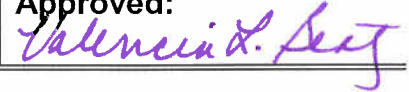
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the maintenance, preventive maintenance, construction, and repair of sewage pumping stations and treatment plants; thorough knowledge of the operation of pump stations and related facilities; thorough knowledge of standard practices used in public works maintenance and construction projects; thorough knowledge of the occupational hazards and precautions associated with sewage pumping station and treatment plant work; thorough knowledge of the maintenance requirements of commonly used construction and maintenance equipment and tools; thorough knowledge of the mechanical aspects of all vehicles and equipment; thorough knowledge of state and federal regulatory requirements for wastewater; thorough knowledge of pumps, motors, SCADA systems, electrical and mechanical measuring devices, treatment plant operation, motor controls, machine shop practices; ability to assign and effectively supervise a large number of employees and coordinate their work; ability to read and interpret construction plans and specifications; ability to calculate material quantities and equipment needs; ability to effectively interpret problems and implement action to correct problems; ability to communicate courteously and effectively, both verbally and in writing; dependability.

MINIMUM QUALIFICATIONS: At least three (3) years experience at the level of Master Mechanic, Plant Operations Technician, Electronics Technician or Staff Engineer in construction and maintenance of sewage pumping stations and treatment plants and completion of two (2) years of college in mechanical engineering or related field; two (2) additional years of experience at the level of Master Mechanic, Plant Operations Technician, Electronic technician or Staff Engineer in construction and maintenance of sewage pumping stations and treatment plants may be substituted for the two (2) years of college; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent; must obtain and must complete the Delaware Treatment Plant Operators III course, or its equivalent, within two years of appointment to the position, and any other licenses, certifications, or courses that may become required by the State or Federal government. Possession of Confined Space Training Certification and Trench and Shoring Certification within one year of hire or promotion. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 09/17/96
Revised: 07/01/97
Revised: 03/01/00
Revised: 04/06/04
Revised: 03/09/10
Revised: 09/26/11