



CAPITAL REGION

WATER

JOB DESCRIPTION

Position Title:	<u>Facility Maintenance Supervisor</u>	Department:	<u>Drinking Water – Maintenance</u>
Effective Date:	<u>2010</u>	Supervisor's Title:	<u>Superintendent – Drinking Water</u>
FLSA Status:	<u>Exempt (Salaried)</u>	Working Status:	<u>Full Time</u>
		BU Job Grade:	<u>Non-BU</u>

POSITION SUMMARY

This professional and administrative position is responsible for supervising all maintenance personnel, activities, and construction at the Water Services Center, DeHart Dam and Watershed, and other various locations throughout the City. This position is also responsible for surveillance and security of the dam, the grounds and all structures managed by Capital Region Water (CRW) in accordance with engineering standards and federal, state, and local regulations. Supervision is exercised over maintenance personnel responsible for the operation of this division. This employee plans, coordinates and directs the various divisional functions under the policy direction and supervision of Drinking Water Superintendent.

To perform this job successfully, the individual must be able to perform and satisfactorily meet the essential job responsibilities and functions for this position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job responsibilities.

ESSENTIAL JOB RESPONSIBILITIES & FUNCTIONS

- Organizes, coordinates, and directs the activities of workers involved in the maintenance of plant, equipment and grounds.
- Inspects projects and develops working plans and layouts, and makes accompanying estimates for system improvements and construction to facilities and grounds.
- Supervises the training of personnel and confers with and advises subordinate personnel in the operation/maintenance of equipment and machinery.
- Coordinates patrols of watershed for trespassers and monitors for potential leaks or water quality impacts.
- Responsible for emergency response at the DeHart Facility.
- Records and reports flow at Carsonville Weir and maintain required discharge rates.
- Assists in preparation and revision of a Watershed Management Plan that identifies water quality enhancement and protection options.
- Assists the Drinking Water Superintendent in preparation of budget and expenditures for Maintenance/DeHart Dam Department and anticipates needs for personnel, equipment, and material to meet future demands.
- Recommends and prepares specifications for equipment and material purchases, development and implementation of improved maintenance methods.

JOB DESCRIPTION (Contd.)

Position Title: Facility Maintenance Supervisor **Department:** Drinking Water – Maintenance

- Interprets a variety of technical instructions to textbooks, manuals, and mathematical or diagrammatic forms.
- Collects and analyzes data and draws logical, valid conclusions.
- Writes and edits reports and specifications.
- Interviews and hires applicants and employees.
- Prepares and reviews disciplinary actions, personnel transactions, and payroll reports.
- Maintains effective communications and working relationships with superiors and subordinates as well as serving as a liaison between CRW and outside contractors.
- Maintains regular, punctual and predictable attendance.
- Establishes and maintains an effective working relationship with supervisors, co-workers and the general public.
- Completes all assignments in an efficient, consistent and timely manner.

WORK CONDITIONS:

- Work is performed primarily at the Water Services Center, DeHart Dam and other various locations throughout the City of Harrisburg and water pumping stations.
- Work involves the use of computers for data entry, budget preparation, purchasing, record keeping, presentation graphics, public relations and word processing.
- At times of emergency, work may involve the use of mechanical equipment such as: pumps and generators, manual tools such as brooms, rakes, shovels, hammers, saws and occasionally the use of arc welding equipment; and the use of small power-operated tools such as: drills, saws and grinders; chemicals such as: cleaning solvents; paint and paint cleaners, chlorine, polymers, acids, gases, and other hazardous chemicals; safety equipment such as: gas detectors, breathing apparatus, harness, tripod, cones, barricades, and hand-held flags.
- Employee is subject to noise, vibration, fumes, odors, toxic conditions, dust, poor ventilation, and inclement weather.
- Operation of a motorized boat and hiking is required for monitoring purposes.
- Duties are typically performed weekdays from 7:00 a.m. to 3:30 p.m.; however, employee may work nights, weekends and holidays as required.

KNOWLEDGE AND SKILLS:

- Knowledge of equipment involved in water treatment, filtration and distribution.
- Comprehensive knowledge of the methods, equipment, and materials used in the maintenance of plant, grounds, and equipment.
- Thorough knowledge of electrical, mechanical, and piping systems of the type used in water filtration plants.
- Thorough knowledge of occupational hazards and necessary safety precautions.
- Thorough knowledge of recording instruments of the type used in water filtration plants.
- Ability to organize, coordinate, train and supervise personnel engaged in carrying out a preventive maintenance program.
- Ability to prepare estimates, specifications, and related documents for facilities maintenance.
- Basic understanding of managerial, administrative, and accounting practices involved in facility maintenance.

JOB DESCRIPTION (Contd.)

Position Title: Facility Maintenance Supervisor **Department:** Drinking Water – Maintenance

- Ability to prepare clear, concise reports and budget recommendations and maintain accurate records.
- Ability to communicate effectively in both oral and written forms.
- Ability to communicate technical information to a non-technical audience.
- Ability to deal courteously with the public.
- Ability to establish and maintain effective communication and working relationships with other employees.
- Knowledge of computer operation and programming desirable.
- Strong organizational, and leadership qualities.
- Ability to plan, directs, and evaluates all phases of the maintenance and repair of the water distribution system.
- Ability to perform manual work requiring physical dexterity.

EDUCATION AND WORK EXPERIENCE:

- High School diploma or equivalent.
- College courses in electronics, mechanics, or mathematics desirable.
- Strong background in instrumentation, general or specific maintenance course work preferred.
- Five (5) years' experience in the water treatment plant maintenance and repair and two (2) years supervisory experience in maintenance; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Valid PA Class C driver's license, or equivalent.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Capital Region Water and its non-BU employees is an at-will relationship.

Employee Signature

Date