



CLASSIFICATION NO. 773

Established: 1/00

Revised: 4/15

FLSA: Non-Exempt

EEO: 7

WASTEWATER MAINTENANCE COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, schedule and coordinate the inspection, maintenance and repair of equipment, instruments and machinery typically associated with sewage treatment plants and related facilities; to coordinate and lead the work of maintenance personnel; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Water Environment Services manages and operates the County's utility service districts, including sewage facilities, collection systems, pump stations, treatment plants and surface water management.

The Wastewater Maintenance Coordinator is responsible for coordinating and monitoring the maintenance and repair activities associated with specialized components of treatment plants and related facilities. Incumbent serves as a lead worker for the assigned work group and schedules, plan and coordinate repairs and maintenance of mechanical, electrical and electronic equipment within sewage treatment plants and related facilities. The Wastewater Maintenance Coordinator also coordinates activities of staff by participating in work planning, training, problem solving, scheduling and budgeting issues as part of a self-directed work team.

The Wastewater Maintenance Coordinator differs from the Wastewater Mechanic, which primarily performs scheduled, routine and emergency repairs and maintenance for treatment plant components and equipment. It is further distinguished from the Water Quality Maintenance Supervisor, which performs full supervisory functions for a work team.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Leads the work of regular and temporary employees; provides daily work direction; plans, schedules, coordinates the assignment, review and tracking of work; trains and provides technical assistance to staff; analyzes and resolves work problems; makes personnel action recommendations, such as hiring and performance evaluations; facilitates participation of team members in work activities.
2. Performs the day-to-day duties of the Wastewater Mechanic, as assigned by the Supervisor.
3. Reviews and adjusts daily work records entered into the Computerized Maintenance Management System (CMMS) (currently Lucity) for accuracy and completion; assists in training employees in the proper procedures for entering and completing daily work records in the CMMS.

4. Develops, recommends and implements wastewater treatment plant maintenance and repair procedures using the CMMS; develops preventive maintenance schedules and standards; oversees regularly scheduled maintenance; identifies maintenance and repair requirements; estimates project time and materials; prioritizes routine and emergency activities; reviews construction plans for system upgrades and conducts final inspections; assists in assessing effectiveness of programs and procedures.
5. Participates in the management of the wastewater plant system and infrastructure with other work team members; assists in the development of the annual work plan and budget, including contracted services; monitors expenditures; oversees and coordinates special projects and contracted services; coordinates with other teams and personnel within and outside of the department; assists in the design and construction management of wastewater system components.
6. Installs, inspects, maintains and repairs mechanical equipment and machinery, including valves, pumps, heat exchangers, blowers, clarifiers and chlorinators; examines, adjusts, lubricates and paints machinery and equipment; replaces worn and broken parts; fabricates and modifies parts and tools.
7. Inspects, maintains, repairs and replaces electrical equipment and electronic instruments, including electric motors, motor control panels, electric monitoring and control systems, flow meters and temperature and level sensors; examines, adjusts and replaces existing wiring, motors, fuses, starters, switches, alternators, generators, transformers, sensors and electronic components; monitors, calibrates and repairs programmable logic controllers and associated components.
8. Evaluates, recommends and purchases equipment and other materials; prepares, develops and reviews specifications for purchases; contacts vendors to research and analyze information; coordinates with Procurement Division for bid invitations and requests for proposals.
9. Participates in the development and implementation of a maintenance, repair and replacement program; prepares and maintains preventive maintenance manuals, schedules, records, and work orders; evaluates facility condition to prioritize and schedule projects; assists in defining user requirements for the design and construction of wastewater facilities; evaluates cost effectiveness of equipment replacement or repair; maintains parts and supplies inventory.
10. Performs manual and computer aided drafting and records research; compiles and updates construction standards and standard detail drawings; verifies completion and accuracy of plat maps for new subdivisions, annexations, easements and assessment districts.
11. Ensures compliance with safety procedures and regulations; assists in planning and implementing safety and technical training programs; assists in developing written procedures for maintenance activities; reviews safety concerns and suggestions.
12. Provides public and customer service support to department staff and other municipalities; responds to complaints and inquiries; answers technical questions and explains wastewater maintenance systems.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic principles and practices of project management, budgeting, purchasing and contract administration; structure and condition of County sewage treatment systems; Federal, state and County regulations applicable to sewage treatment system operations and construction specifications; principles and concepts of self-directed work teams; methods, machinery and equipment used in the construction, operation, inspection, maintenance and repair of wastewater treatment systems or wastewater infrastructure; environmental, occupational and health safety practices, rules and regulations; basic technical engineering practices used in the construction and inspection of wastewater facilities; math, algebra and geometry; English grammar, spelling and punctuation; applicable microcomputer software and programmable logic controllers; public and customer service techniques.

Skill to: Schedule, monitor, coordinate and evaluate the work performed by assigned personnel and contractors; lead and train assigned personnel in maintenance and customer service practices; monitor and coordinate completion of projects within established budget and time guidelines; incorporate team participation in decision making; promote individual agreement and group consensus on issues and problems; prepare and maintain accurate records and technical reports; develop plans, schedules and cost estimates for maintenance projects; interpret blueprints, plans, specifications and technical manuals; inspect sewage treatment systems for deficiencies; analyze statistical records and prepare reports; utilize computerized equipment effectively; communicate effectively, both orally and in writing; establish and maintain effective working relationships with customers, contractors, vendors, County employees and the public.

WORKING CONDITIONS

Duties require physical labor, including walking, reaching, squatting, kneeling, bending, balancing, climbing, shoveling, fine motor control, and ability to lift up to 50 pounds, carry, and push/pull up to 70 pounds. Duties also involve exposure to bacteria, viruses and toxins in wastewater, chemicals, exhaust fumes and dust, loud noises, and vibration. Some duties involve exposure to adverse weather conditions and hazardous locations, such as streets, live sewers, confined underground areas and on elevated platforms.

Incumbents may perform after hours emergency response on a call-out basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Edited: 11/18