



CLASSIFICATION NO. 814  
Established: 3/06  
FLSA: Exempt  
EEO: 2

## **WATER QUALITY MAINTENANCE SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under general direction, to supervise and coordinate all maintenance activities for the County's sewage treatment facilities and infrastructure; 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 collection systems, flow monitoring stations, pumping stations, treatment facilities, and storm and surface water facilities and structures.

The Water Quality Maintenance Supervisor is responsible for all maintenance servicing and repair activities, including mechanical, electrical, electronic and instrumentation, in support of the County's sewage infrastructure, including sewage pump stations, wastewater treatment facilities, conveyance systems and flow monitoring stations. This position also oversees acceptance and maintenance of new district-owned infrastructure. The incumbent has responsibility for scheduling preventive and corrective maintenance for all surface water, treatment and conveyance systems and facilities with the appropriate systems or facilities manager.

The Water Quality Maintenance Supervisor differs from the Water Quality Manager that is responsible for the overall management of the County's five wastewater treatment facilities and oversight of all treatment and conveyance system operations and maintenance.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Supervises and coordinates maintenance, service and repair activities; participates in and assists in developing short and long-range planning; oversees and procures appropriate equipment and materials; ensures utility reliability, asset protection and compliance with statutes, rules and regulations.
2. Recommends and implements a computerized maintenance management system (CMMS); oversees system administration and CMMS upgrades; produces preventive and corrective work orders; develops preventive maintenance schedules and routines; 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; serves as department technical resource in setting priorities on

issues related to operational and maintenance activities; recommends and implements enhancements to service delivery.

3. Participates in the preparation of the division's budget and annual work program for maintenance activities of utility components; monitors expenses and revenues; justifies components of work program; analyzes needs and means for additional resources related to potential impact to rate structures.
4. Supplies data for the preparation of reports required by Federal, State and local regulatory agencies relating to wastewater flows, permit requirements, system bypasses and overflows to rivers and streams; compiles data and maintains records.
5. Supervises and participates in the hiring of technical and maintenance staff; prepares performance evaluations; recommends and administers initial steps of progressive discipline; processes and responds to grievances; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
6. Addresses and resolves or participates in the resolution of issues in conflict originating with Department management staff, State/Federal regulatory agencies, citizen groups, customers, consultants and contractors; responds to inquiries and requests for information acts as first responder in emergency situations.
7. Participates with management in planning, designing, and implementing capital improvement projects relating to equipment and maintenance needs; researches need for equipment purchases; assists in the development and review of specifications for specialized maintenance equipment.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Methods, materials, tools and equipment used in sewage infrastructure and treatment facilities system construction, maintenance, inspection, operation and repair; structure and condition of all County sewage infrastructure and treatment facilities; Federal, State and County regulations applicable to sewage infrastructure and treatment facilities system operation, construction specifications, safety and environmental quality; occupational hazards and safety precautions applicable to sewage infrastructure and treatment facility maintenance and repair; safe operation of maintenance equipment.

Working knowledge of: Principles and practices of personnel management, budgeting, purchasing and contract administration.

Skill to: Supervise and evaluate personnel; develop plans, schedules and cost estimates for sewage infrastructure and treatment facility maintenance projects; oversee completion of projects within established time and budget guidelines; interpret blueprints, plans, specifications and technical manuals; inspect sewage infrastructure and treatment systems for deficiencies; maintain technical records; communicate effectively, both orally and in writing; motivate employees to provide quality service to citizens; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes requested by citizens and County staff; establish and maintain effective

working relationships with contractors, government agencies, industrial customers, County staff and the public.

### **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 six (6) 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.

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