

## SUPERINTENDENT OF MAINTENANCE - ENVIRONMENTAL FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class plan and supervise the maintenance of the County's pump stations, trunk sewers and adjacent grounds. One incumbent will be responsible for the operation, maintenance, and repair of the staffed pump stations and one incumbent will be responsible for the operation, maintenance and repair of the unstaffed pump stations, trunk sewers, leak surveillance, sludge and grit removal and the Hawthorne Receiving Manhole. The work involves servicing and repair of pumps, valves, all mechanical, electrical, plumbing and similar services in the pump stations and trunk sewers. Work involves estimating costs, planning, scheduling, and inspecting work, and coordination with municipal officials. Supervision is exercised over a large number of maintenance personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, schedules and supervises maintenance and repair projects necessary for the efficient operation of pump stations, pump station equipment, trunk sewers, and related facilities involving all phases of the building and mechanical trades;

Prepares rough plans and specifications for minor equipment alterations and supervises their execution;

Prepares, recommends and implements plans for meeting special problems in the maintenance of pump stations, pump station equipment and service facilities;

Plans the work of the maintenance staff to meet maintenance and repair needs;

Prepares work schedules, assigns work orders to efficiently and effectively allocate resources, and gives instructions;

Requisitions supplies and equipment and maintains records to ensure an adequate store to meet anticipated needs;

Determines budget needs and submits requests;

Supervises preparation of records, reports and payrolls;

Works closely with other department representatives to assure maximum service efficiency.

### When Assigned to Unstaffed Pump Stations:

Plans, directs and supervises the maintenance and repair of the County's trunk sewers so that sewage will be conveyed safely and efficiently to the treatments plants;

Prepares, recommends and implements plans for meeting special problems in the maintenance of trunk sewers and related equipment and service facilities;

Plans and oversees the scheduling of sewer surveillance;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Coordinates hauling of sludge, grit, screenings, etc. with treatment plants, and with Solid Waste for appropriate disposal;

Supervises the daily operation of the Hawthorne Receiving Manhole including waste disposal permits, records of transactions, and ensuring the operation is in accordance with the rules and regulations of the Department, the Health Department and the State Department of Environmental Conservation;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of pump station and trunk sewer maintenance, operations and repair; good knowledge of the mechanical and building trades necessary to the various operational, maintenance and repair activities; good knowledge of the maintenance of pumps, valves and associated machinery; ability to organize and give general direction to a large variety of pump station maintenance activities; ability to make rough drawings or sketches and to plan minor alterations; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; thoroughness; accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of supervisory experience where the primary function was in pump station maintenance and repair work or in the operation, maintenance and repair of one or more staffed pump stations.

\*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: College education in the field of Engineering or Engineering Technology may be substituted at the rate of 30 credit hours\* per year for up to a maximum of two years experience.