

SUPERVISOR OF MAINTENANCE - YONKERS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class plans, directs, supervises, and coordinates the entire maintenance program for the Yonkers Wastewater Treatment Plant, a large technologically complex facility, with secondary treatment, solids handling and disposal. The incumbent is responsible for the preventive maintenance program, for repair and installation of mechanical, electrical and instrumentation systems and equipment, and for the maintenance of all related buildings and grounds. The incumbent is responsible for developing maintenance replacement and repair programs and for training, supervising and performing those functions. Work is performed on the incumbent's initiative, oral and written orders, and in accordance with departmental goals and objectives. Supervision is exercised over a large number of maintenance and technical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops a comprehensive preventative maintenance program for equipment and instrumentation and establishes safeguards to insure proper implementation and continuing application;

Develops, implements, coordinates and supervises a repair and replacement program including the design and fabrication of mechanical components and encompassing the maintenance of running part inventory;

Plans, supervises and coordinates all plant maintenance and repair activities, including overseeing breakdowns and emergency repairs;

Supervises the installation and testing of mechanical, electronic, hydraulic, pneumatic and instrumentation systems and equipment;

Assigns and schedules maintenance personnel;

Diagnoses and reviews maintenance problems, determines solutions and oversees the implementation of approved procedures to insure the ongoing efficient operation of the wastewater treatment facility;

Evaluates the complexity of repair jobs and projects the cost of same;

Trains subordinates and operating personnel in the implementation and continuing observation of all approved safety procedures and compliance with existing safety regulations;

Trains subordinates and operating personnel in the approved practices and procedures for proper facility maintenance;

EXAMPLES OF WORK: (Continued)

Participates in the preparation of the annual budget by making cost estimates for materials, equipment and projected needs and makes pertinent recommendations concerning the operation of the total facility;

Requisitions required materials, supplies and equipment, ensuring an adequate inventory on hand at all times;

Maintains maintenance, repair, replacement, and other records and develops reports based upon the data;

Supervises the care and maintenance of all buildings, structures and grounds within the wastewater treatment complex;

Coordinates and inspects contractual maintenance work performed at the facility for compliance with specifications, regulations and procedures;

Participates in evaluation and disciplinary procedures for the staff of the maintenance division;

Plans and coordinates work activities in a manner consistent with established goals;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of maintenance, installation and repair of mechanical, electrical, chlorination, hydraulic, pneumatic and instrumentation equipment and systems found in a secondary wastewater treatment facility; good knowledge of the practices, tools, terminology, and safety precautions/procedures related to the mechanical, HVAC, electrical and plumbing trades; familiarity with the principles and practices of physical plant maintenance; ability to develop maintenance and repair programs and schedules; ability to lay out and supervise the work of maintenance personnel; ability to read and interpret plans and specifications; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; good judgement; dependability; 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 of the position was in the installation, maintenance and repair of mechanical systems, four years of which must have been in the maintenance of wastewater treatment systems.

*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 technology or mechanical systems may be substituted at the rate of 30 credit hours per year of experience up to a maximum of two years.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the state of New York. Depending on work assignment, must meet the standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

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J. C.: Competitive
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Job Group: XII