

Preventative Maintenance Supervisor

Job Description

Role:

Under the direction of the Maintenance Manager, this position performs difficult and skilled work as necessary for the proper preventative maintenance (“PM”) of the Authority’s water and wastewater systems.

Essential Functions

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

- Plan, assign, oversee, and supervise the work of the PM crew.
- Assist in the development and routine review of the PM programs.
- Operate and maintain the audio-visual and computer equipment used in the internal inspection of utility lines. This includes the operation of closed circuit television (“CCTV”) and camera equipment to visually inspect sewer lines for structural defects by photographing the inside of sewer lines at designated intervals.
- Respond to concerns, determine the optimum method of conducting utility line inspection based on conditions, and take appropriate action.
- Document inspection and need for repairs by taking photographic images and video using the roving camera and software that gives the location of the utility, data, and conditions of a sanitary sewer lines that is being inspected.
- Operate cleaning equipment to flush or cut obstructions from the sanitary sewer system.
- Clean and check equipment after each use, perform routine inspection service, adjust, and make repairs to equipment, and attachments.
- Assist with the scheduling, monitoring, and review of the Root Treatment processes in utility lines.
- Perform manhole condition assessments; prepare work orders for the sealing of manholes and manhole lids to prevent unwanted rain or groundwater from entering the sewer as necessary.
- Prepare work orders for the installation of cleanouts when needed.
- Introduce smoke into sewer system to identify sources of groundwater inflow and infiltration.
- Locate, document correct location, and exercise valves to make them accessible and ensure operability.
- Complete site assessment reports and documentation for the PM programs as needed to create a workable Asset Management Plan for underground utilities.
- Communicate properly to other staff, management, and public to discuss the condition of water and sewer lines and the need for repairs.
- Initiate appropriate work orders as they relate to discovered system defects and/or failures.

- Request necessary equipment and materials from other appropriate crew Supervisors and managers.
- Maintain assigned vehicles.
- Perform other tasks and duties as assigned by the Maintenance Manager.

Minimum Qualifications:

- Must possess a high school diploma or equivalent. College coursework and or/ an associate's degree preferred.
- Must have at least 5 years of experience in water and sewer construction, and full knowledge of the water and sewer service techniques, methods, and procedures.
- Must be proficient in the use of Computers including Microsoft Office®.
- A valid Virginia driver's license and a Class A CDL with Air endorsement and comply with the Authority's Vehicle and Equipment policy.
- Must obtain a NASSCO PACP, MACP, and LACP certification within the first 12 months of hire.
- Must obtain and maintain an Intermediate Work Zone Traffic Control Certification.
- Ability to operate all of the equipment used by the Preventative Maintenance team.
- Must be proficient at maneuvering a trailer being hauled behind a truck.
- Must possess strong human relations and communications skills so as to be able to effectively communicate with all parties involved in a project.
- Must possess organizational skills.
- Ability to make decisions related to the assigned work, and the work assigned to others, with limited input from the Manager.
- Other skills and knowledge that demonstrate the ability to do the job.

Additional Information:

- Supervision is exercised over an assigned work crew. Responsibilities include evaluating, disciplining up to but not including termination; training; planning, assigning, and directing work; addressing complaints and resolving problems. Responsible for safety of project, work, site, and personnel.
- The position typically requires working Monday through Friday from 7:30 a.m. to 4:00 p.m. with a thirty (30) minute lunch break. This position is subject to being on-call during the off-hours as may be needed for emergency repairs. Position is considered essential personnel.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employee rarely sits and may walk or stand for long periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature