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## JOB DESCRIPTION

Position: **Maintenance Supervisor**

Reports to: Maintenance Manager

Status: Nonexempt

### A. Purpose of Position

Under the direction of the Maintenance Manager, this position performs difficult skilled work supervising and participating in the work of a maintenance crew.

### B. Duties and Responsibilities

1. Plan, assign, oversee, and supervise the work of a crew preparing, maintaining, or repairing Authority facilities, systems, and operations.
2. Inspect work to assure conformance with instructions and to ensure that tasks are completed, closed out and recorded properly.
3. Request necessary equipment and materials.
4. Train and instruct assigned crew.
5. Respond to concerns, determine liability, and take appropriate action.
6. Assist customers to provide requested service as well as problem resolution.
7. Lead and participate in routine service, installations, maintenance, and repairs on water and sewer lines, service connections, service laterals, and assist with service wells, low pressure sewer pumps, pump stations, and facilities as is required and needed.
8. Install, maintain, and remove fire hydrants and generators.
9. Troubleshoot and perform electrical installation and repairs on controls and equipment.
10. Perform masonry, plumbing, carpentry, HVAC, and pavement work as necessary.
11. Perform excavation, grading, and landscaping.
12. Flush water lines as requested or as necessary.
13. Operate equipment, clean and check equipment after each use, perform routine inspection and preventative maintenance on equipment.
14. Keep all buildings and grounds clean and neat in appearance.
15. Maintain assigned vehicle.
16. Perform other tasks and duties as assigned by the Maintenance Manager.

### C. Supervision Responsibilities

Supervision is exercised over an assigned work crew. Responsibilities include rewarding, disciplining up to but not including termination; training; planning, assigning, and directing work; addressing complaints and resolving problems.

### D. Hours of Work

The position typically requires working Monday through Friday from 7:30am to 4:00pm 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 and after-hours and weekend callouts as needed on a rotating basis. Position is considered essential personnel.

E. Work Environment and Physical Requirements

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. This position requires working indoors and outdoors in all weather conditions, in varying terrains, as well as working in potentially hazardous and confined space environments. This position requires the ability to climb, balance, stoop, kneel, crouch, reach, stand, push, pull, grasp, walk long distances, perform repetitive motions, and stand for long periods of time. Visual acuity is also required for depth perception, color perception, visual inspection, operation of machines, as well as the operation of motor vehicles and equipment. The exertion of up to 50 pounds frequently and 100 pounds occasionally is required.

F. Qualifications

1. Must possess a high school diploma or equivalent. College coursework and or/ an associate's degree preferred.
2. 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.
3. A valid Virginia driver's license and a Class A CDL with Air within 6 months of hire and comply with the Authority's Vehicle and Equipment policy.
4. Must possess a registered technician pesticide license in the state of Virginia.
5. Must obtain and maintain a Responsible Land Disturber Certification and an Intermediate Work Zone Traffic Control Certification.
6. Ability to operate all of the equipment used by the Maintenance team.
7. Must possess strong human relations and communications skills so as to be able to effectively communicate with all parties involved in a project.
8. Ability to make decisions related to their work and the others work without the input from the Manager.
9. Other skills and knowledge that demonstrate the ability to do the job.

G. Compensation

This position is compensated as a Pay Band 5 on the Pay Band scale.

H. Condition of Employment

This position serves at the will of the Executive Director.

I have read the full Job Description and understand the contents therein:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Signature