

## **Maintenance Supervisor Job Description**

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### **Role:**

Under the direction of the Maintenance Manager, this position performs difficult skilled work supervising and participating in the work of a maintenance crew. Authority Maintenance crews primarily perform work to maintain, repair, and replace the Authority's drinking water distribution system and sanitary sewer collection system.

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### **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.*

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- Plan, assign, oversee, and supervise the work of a crew preparing, maintaining, or repairing Authority facilities, systems, and operations.
  - Inspect work to ensure conformance with instructions and to ensure that tasks are completed, closed out and recorded properly.
  - Request necessary equipment and materials.
  - Train, instruct, and evaluate assigned crew.
  - Respond to concerns, determine liability, and take appropriate action.
  - Assist customers to provide requested service as well as problem resolution.
  - 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.
  - Install, maintain, and remove fire hydrants and generators.
  - Troubleshoot and perform electrical installation and repairs on controls and equipment.
  - Perform masonry, plumbing, carpentry, HVAC, and pavement work as necessary.
  - Perform excavation, grading, and landscaping.
  - Flush water lines as requested or as necessary.
  - Operate equipment, clean and check equipment after each use, perform routine inspection and preventative maintenance on equipment.
  - Keep all buildings and grounds clean and neat in appearance.
  - Maintain assigned vehicle.
  - Perform other tasks and duties as assigned by the Maintenance Manager.
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### **Minimum Qualifications:**

- Must possess a high school diploma or equivalent. College coursework and or/ an associate's degree preferred.
- Must have at least 4 years of experience in water and sewer construction, and full knowledge of the water and sewer service techniques, methods, and procedures.

- 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.
- Must obtain and maintain a Responsible Land Disturber Certification and an Intermediate Work Zone Traffic Control Certification.
- Ability to operate all of the equipment used by the Maintenance team.
- Must follow verbal and written instructions and communicate effectively orally and in writing, including by text message, email, instant message or video chat.
- Ability to make decisions related to their work and the work of others without the input from the Manager.
- Other skills and knowledge that demonstrate the ability to do the job.
- Possess basic computer skills, including basic knowledge of Microsoft Office including Excel.
- Be able to pass a criminal background check and drug test.

**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.

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

<b>Environmental Exposures</b>	
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.

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Print Name

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Date Signed

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Signature