

Maintenance Senior Supervisor

Job Description

Role: Performs, technical, logistical, analytical, and professional administrative skills for the Maintenance Department. Responsible for accuracy of information for coordinating maintenance field assignments with timely and effective solutions. Coordinates communication with others regarding planning and field assignments with accuracy. The position reports to the Maintenance Manager.

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.

- Identifies and recommends corrective steps to overcome historical patterns or high utility failure rates in both facility and preventative maintenance areas.
- Visit work sites to identify challenges, and remove obstacles and barriers, enabling high-performance teams with quality results.
- Review and assign daily tasks to assigned crews, utilizing OpenGov to manage and maintain a 30-day planned schedule for repair and maintenance work orders.
- Collaborate with other departments to schedule and resolve facility issues promptly, providing long-term solutions and cost-effective repairs while minimizing downtime. Assist with long-term planning to enhance facility reliability and reduce unexpected disruptions.
- Prioritizes and assigns preventative maintenance and facility maintenance proactive and reactive maintenance work based on importance.
- Manage all aspects of CIP project activities including but not limited to: compliance with plans, specifications, standards, and codes with regard to proper materials, work quality, safety regulations and completion within defined timelines.
- Inspect CIP work to ensure confirmation with instructions and to ensure that tasks are completed, closed out, and recorded properly.
- Identify CIP construction projects using historical and preventative maintenance findings and recommendations.
- Assist the Engineering support staff in the preparation of design documents, developing and implementing water and wastewater capital facility improvement plans including conceptual designs and project budget requirements.
- Ensure crews are compliant with the BRWA Master Specifications Manual for construction, repairs, approved parts and materials.
- Utilize OpenGov and lead the Preventative Maintenance crew in addressing current issues while planning long-term focus areas. Responsibilities include sewer root management, manhole rehabilitation, CCTV inspections, inflow and infiltration (I/I)

reduction, valve and hydrant operations, easement cleaning, system septic cleaning, ARV and PRV services, and utility maintenance—all while remaining within budget.

- Assist with coordinating emergency sewer and water calls during business hours.
- Coordinate completion of all work orders and tasks, ensuring labor, parts, asset type, work type, maps, line sizes, material, omni locations, and field notes are accurate for GIS and work historical tracking.
- Coordinate with the Engineering Division to update map data needing resolution and assist with enhancing system information as it is discovered or researched.
- Assist in backfilling the Maintenance Administrative Assistant, Department Senior Supervisor or Maintenance Manager during paid time off or in the event of an absence.
- Schedule and communicate upcoming service and repairs for facility generators.
- Schedule all facility generator services and repairs ensuring reliability. Enter all repair records and costs into OpenGov for repair and expense tracking.
- Evaluate and administer team performance views.
- Assist with inventory deliveries and audits.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree and one to three years of experience coordinating maintenance repairs and processes or a combination of equivalent education and experience.
- Must possess strong organizational skills and attention to detail in effective communication, analytics, and record-keeping.
- A valid Virginia driver's license and a Class A CDL with Air endorsement 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 Intermediate Work Zone Traffic Control Certification.
- Must be proficient in using Microsoft Office and become proficient in all work-related software, including Excel.
- Ability to coordinate and complete multiple projects simultaneously.
- Must possess effective working relations and maintain communication skills to communicate orally in writing with staff, customers, other departments, and governmental entities.
- Must have advanced reading and mathematical skills.
- The ability to interpret and analyze situations to apply administrative and departmental policies and procedures for the appropriate action.
- Be able to pass a criminal background check and drug test.

Additional Information:

- Supervision is exercised over assigned staff. Responsibilities include evaluating, and 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.
 - This position typically requires working full-time Monday through Friday from 7:30 a.m. to 4:00 p.m. with a (30) minute lunch break.
 - This position occasionally requires overtime and flexibility with its regularly scheduled hours. The position is considered essential personnel.
 - This position shares a rotating on-call responsibility with other maintenance senior supervisors and management.
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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.

- 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, the ability to express ideas, and the ability to hear information at normal spoken word levels.
- Employee mostly sits but may walk or stand for long periods of time.

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	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Occasional
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