

## **Facilities Maintenance Supervisor**

### **Job Description**

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#### **Role:**

Under the direction of the Maintenance Manager, the person in this position performs skilled work supervising and participating in the installation, operation, maintenance and repair of electrical and mechanical devices throughout the water and wastewater 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 assure conformance with instructions and to ensure that tasks are completed, closed out and recorded properly.
- Request necessary equipment and materials.
- Train and instruct assigned crew.
- Respond to concerns, determine liability, and take appropriate action.
- Performs difficult technical and skilled work in the maintenance of pumps, electrical motors, controls, and the electronic instrumentation at pumping stations, water treatment plants, and wastewater treatment plants.
- Performs preventative maintenance, repairs, and installs of electrical panels, starters, lights, heaters, wiring, receptacles, breakers, ballasts, switches, and other electrical devices.
- Troubleshoots and repairs electrical problems.
- Checks status of various equipment in the field, makes adjustments and repairs as needed, reports equipment status and condition to manager.
- Responds to alarms and takes corrective actions.
- Performs or assists in overhaul of equipment.
- Makes equipment adjustments and repairs to maintain operations within predetermined limits.
- Restarts equipment after an electrical outage.
- Identifies and corrects problems such as pump failure, overheated motors, and failing bearings.
- Removes and reinstalls pumps, motors, seals, and bearings.
- Switches electrical feeds to operational units such as pumps, feeders, and drives.
- Unclogs pumps and makes mechanical repairs to pumps.
- Takes readings from charts and meters, changes charts, and keeps accurate logs.
- Performs maintenance on supervisory control and data acquisition systems (SCADA).
- Creates and modifies programs in programmable logic controllers (PLC's) and display panels to ensure continual and reliable operations.
- Perform other tasks and duties as assigned by the Maintenance Manager.

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## Minimum Qualifications:

- Graduate from High School or equivalent diploma is required; Associates in Electrical Engineering Technology or similar field preferred.
  - Thorough knowledge of the repair and maintenance of mechanical devices utilized in water and sewer utility equipment.
  - At least 5 years of experience in PLC's, Allen-Bradley SLC 500's.
  - At least 5 years of experience in electrical work.
  - Knowledge of the methods, materials, and equipment used in the electrical trade.
  - 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 possess strong human relations and communications skills so as to be able to effectively communicate with all parties involved in a project.
  - Ability to make decisions related to their work and the others work without the input from the Manager.
  - Must be able to pass a drug test and background screening.
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## 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.
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## Working Conditions

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*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.*

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- 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

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### 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.

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### 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