

SOUTH CENTRAL WASTEWATER AUTHORITY

- I. POSITION TITLE: Chief of Maintenance

LOCATION: SCWWA
- II. DEFINITION: Supervises the activities of the maintenance department. Is responsible for the continuous maintenance and upkeep of the wastewater equipment, quality control, safety, training, inventory needs, and the productivity of assigned maintenance personnel. Work is performed under the general supervision of the Plant Manager.
- III. EXAMPLES OF DUTIES: Responsibilities include the preventive maintenance program for the wastewater facility, its objectives, implementation, evaluation and updating. Is responsible for preparing and maintaining a project list of priority items for major repairs and replacements. Identifies parts that should be stocked for regular routine maintenance of equipment. Directing daily schedules and managing activities of the maintenance personnel. Prepare weekly and monthly work plans for management. Performs advanced troubleshooting and analyzes needs for mechanical equipment. Is responsible for training and mentoring staff. Participates in matters relating to maintenance personnel, including interviewing job applicants, making hiring recommendations, evaluating employee performance, and disciplining employees. Is responsible for providing input on annual budgets to ensure annual O&M budget compliance. Oversees line item budget expenditures, creates purchasing requests, makes recommendations on replacements parts to ensure inventory is maintained. Develop and maintain computerized maintenance management system. Responsible for safety training for the maintenance department. Required to serve as a member of the Safety Committee. Is responsible for the development and revisions of Job Safety Analysis' for all work performed by the maintenance department.
- IV. QUALIFICATION STANDARDS:
EDUCATION:
Associates degree or equivalent experience in mechanics, electronics, or similar technology.
EXPERIENCE:
15+ years of mechanical or contractor work experience, electrical or electronic technician and pump hydraulics. Experienced with OSHA and VOSH training and safety requirements.
Management and supervisory experience are required.
- V. WORKING CONDITIONS: Must be able to work in any environment. On call 24 hours a day, 7 days a week. Must be accessible by telephone to respond to emergencies, as necessary. Work environment exposes employees to the handling of hazardous materials with approved protection.
- VI. PHYSICAL REQUIREMENTS: Work requires the ability to lift moderate loads (40 to 75 pounds). More than 50 percent of work involves walking, climbing, standing, and/or bending. Work, at times, will be in an OSHA designated noise environment (more than 85 decibels). Must be medically certified to wear a self-contained breathing apparatus.
- VII. OTHER: Valid Virginia driver's license. Effective and experienced trainer. Strong communication skills. Ability to read and interpret schematic drawings, blueprints, and technical manuals. Experience with SCADA and computer systems.