

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Supervisor, W.R.P. Maintenance	Job Code: 2531
Date: January 14, 1997	EEOC Code: SC
FLSA Designation: Non-exempt	Civil Service Status: Covered

DEFINITION: This is skilled supervisory and maintenance work in the Water Reclamation Plant.

CLASSIFICATION STANDARDS: The positions allocated to this class are responsible to the Water Reclamation Plant Manager and perform all assigned work under his/her very general supervision. The work of this class is distinguished from that of other supervisors by its emphasis in supervision and participation in Reclamation Plant maintenance and the application of specialized operations knowledge.

ESSENTIAL DUTIES: Schedules preventative and work order maintenance of water reclamation plant machinery including lift stations and sewer meters; supervises work units involved with plant maintenance functions including: machinery lubrication; maintains oil levels as needed and changes oil when necessary; repairs and replaces equipment and repair.

Advise in the preparation of the maintenance budget; participates in the hiring of new maintenance personnel; participates with the operational side of the treatment process when necessary.

Maintains accurate records of work performed and of equipment maintenance; advises the public and others of problems or work status on specific projects; makes recommendations as needed; may act as the division manager in his/her absence; performs the work of subordinate personnel as needed.

Assists other staff members as needed, and performs other related duties as required.

MINIMUM REQUIREMENTS: Three (3) years of experience at a level and type equivalent to a Water Reclamation Plant Operator II with a significant portion of the experience on the maintenance side of the operations function; or a comparable combination of training and experience. Supervisory experience preferred.

License(s). Grade IV Utah State Waste Water Plant Operator certification and a valid, lawful commercial drivers license (C.D.L.) are required.

SELECTION FACTORS:

Considerable Knowledge of:

- routine maintenance methods and techniques with a variety of specialized reclamation plant equipment.
- functions and operations of a water reclamation plant and its processes.

Knowledge of:

- City policies and regulations.
- related laws, codes, rules and regulations governing related functions of the position.
- policies and procedures established for the work system.
- the operations, functions, and terminology common to the work applied for.
- basic English composition, spelling, and grammar.

Skill in:

- all aspects of Water Reclamation Plant operations including technical skills in plant operation.
- work management and in interpersonal relations as applied to supervision of subordinate personnel.
- application of knowledge of repair of waste treatment plant equipment.
- organization and implementation of preventative maintenance programs.
- organization of work groups and work scheduling.


Ability to:

- assume responsibility for supervision, direction of work flow and performance evaluation.
- work effectively on individual or team projects.
- effectively resolve operational problems.
- deal with the public in a pleasant, courteous, and calm manner in all circumstances.
- communicate effectively both orally and in writing.
- develop and maintain effective working relationships with the public, coworkers, and superiors.

TOOLS AND EQUIPMENT USED: Mechanical, electrical and pneumatic hand tools including drill press, bench grinders, bearing press, electrical and gas cutting and welding equipment. Precision tools such as micrometers, dial indicators, monitoring equipment. Electric and gas carts, trucks, dump truck, loader, backhoe, boom truck fork lift, truck drawn and portable pumps and generators. Riding and hand lawn mowers, edgers, weed whip, truck drawn and hand sprayers, high pressure washer, steam cleaner, sand blasters, safety air pack equipment, office equipment.

PHYSICAL DEMANDS: Requires physical strength and agility to perform the work such as lifting, climbing ladders, working on scaffolding, climbing stairs, and working in tight quarters, physical hand work.

ENVIRONMENTAL FACTORS: This work may require exposure to adverse weather conditions, odors, and dangerous gases. Exposure to hazardous conditions such open and aerated tanks, high places, explosive conditions. Position may also include exposure to high-stress situations or environments. *Note: Employees of this class are subject to on-call status.*


 Department Director

2-27-97
 Date


 Mayor/Chief Administrative Officer

3-12-97
 Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. This class specification supersedes earlier versions. Management reserves the right to add or change duties at any time as needed without notice.