

SUPERINTENDENT OF PLANT MAINTENANCE

Code No. 3-14-148
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for the supervision and satisfactory completion of the installation, maintenance and repair of mechanical, electrical and instrumentation systems and equipment at the Monroe County Water Authority. Duties involve assisting in the development and implementation of additions and alterations to these systems—and making regular visits to, and inspection of, various areas within the treatment plant and offsite locations including booster pumping stations, tanks and reservoirs. Duties also involve making emergency visits to review major plant problems on a 24/7 basis. The employee reports directly to, and works under the general supervision of, the Director of Production and Transmission or other higher-level staff member. General supervision is exercised over a Supervisor of Mechanical Maintenance-Water Authority, Supervisor of Electrical Maintenance, and Supervisor of Instrument Maintenance. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises the installation, maintenance and repair of mechanical, electrical, supervisory control and data acquisition (SCADA) computer systems, and instrumentation equipment and systems within the production and transmission system;

Establishes and implements routine maintenance and repair procedures and priorities;

Evaluates operation of various mechanical, electrical and instrumentation equipment and systems and makes recommendations as to their use;

Oversees the implementation of safety programs within the work unit and ensures that appropriate safety regulations and practices are followed; provides on-the-job safety training;

Writes specifications for additions and improvements to mechanical, electrical, SCADA, and instrumentation equipment and systems;

Assists in the planning, design and installation of new equipment for expansion or replacement of facilities;

Develops various special reports;

Reviews and/or develops the Annual Employee Evaluation Report;

Develops the Annual Plant Maintenance Section Budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of installation, operation, maintenance and repair of mechanical, electrical, related computer systems, and instrumentation equipment and system; thorough knowledge of supervisory practices and techniques; good knowledge of budget preparation; ability to communicate orally and in writing; ability to plan, design and specify equipment and systems; ability to devise budgets; ability to remain current on new mechanical, electrical, related computer systems, and instrumentation equipment and systems; ability to read and understand complex mechanical, electrical and instrument schematic drawings and written instructions; ability to estimate cost and performance of proposed additions or alterations to mechanical, electrical or instrumentation; ability to establish and maintain cooperative relationships with others; ability to supervise and administer a section; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree, plus four (4) years paid full-time or its part-time experience in one or more of the following: installation, maintenance, repair or design of mechanical, electrical or instrumentation systems and equipment, two (2) years of which must have been in a supervisory capacity*; OR,
- (B) Graduation an Associate's degree, plus six (6) years paid full-time or its part-time equivalent experience as defined in (A) above, two (2) years of which must have been in a supervisory capacity*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*supervisory capacity, for the purposes of these minimum qualifications, involves typical activities such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: January 5, 1976

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