

SUPERVISOR OF MECHANICAL MAINTENANCE - WATER AUTHORITY

Code No.: 3-14-201
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position, located at the Monroe Water Authority, responsible for and participating in the installation, maintenance and repair of a wide variety of mechanical equipment used in the water treatment plant and related facilities. Duties include regular inspection of various areas within the water treatment plant and offsite locations including booster pumping stations, tanks and reservoirs. Duties also include ascending heights, entering confined or restricted areas including subgrade facilities, and maneuvering in tight quarters around machinery. The employee participates in emergency work which may occur on any day and time. The employee reports directly to, and works under the general supervision of the Superintendent of Plant Maintenance or other higher level staff member. General supervision is exercised over a mechanical maintenance staff. 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 and participates in the installation, maintenance and repair of pumps, valves, pressure regulators, and air compressors at various locations;

Supervises and participates in the installation, maintenance and adjustment of chemical feed equipment, plant plumbing and piping;

Supervises the maintenance of plant heating, ventilating, cooling and dehumidification equipment;

Supervises and participates in minor building repair;

Supervises and participates in unloading chemicals from trucks and changing chlorine cylinder;

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;

Establishes maintenance schedule plans;

Assists in establishment of job priorities;

Keeps appropriate records of equipment maintenance;

Requisitions parts and supplies;

Completes daily time records and performance evaluations for mechanical maintenance personnel;

Assists in planning and design of proposed new facilities and equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods and procedures used to install, operate, maintain and repair mechanical components of the facilities such as: pumps, valves, pressure regulators, check valves, slide gates, air compressors, plumbing, piping; thorough knowledge of methods and procedures used to install, maintain and adjust chemical feed equipment; thorough knowledge of methods and procedures used to select and use proper tools and equipment; good knowledge of mechanical equipment; good knowledge of mechanical equipment maintenance scheduling and record keeping;

ability to supervise and participate in various mechanical maintenance procedures; ability to exercise leadership, judgment and initiative in meeting unusual situations and emergencies at work site; ability to supervise the maintenance of plant heating, ventilating, cooling and dehumidification equipment; ability to plan and implement work schedules; ability to maintain records; ability to plan and design new facilities equipment; 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) Seven (7) years paid full-time or its part-time equivalent experience in the repair, installation and maintenance of mechanical equipment; OR,
- (B) Graduation from a regionally accredited New York State registered college or university with an Associate's degree in Mechanical Engineering, plus five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited New York State registered college or university with a Bachelor's degree in Mechanical Engineering, plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have 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.

ADOPTED: March 19, 1981
REVISED: February 25, 1982
REVISED: April 15, 1993
REVISED: October 9, 2014