

**CITY OF WEST COLUMBIA, SC
JOB DESCRIPTION, OCTOBER 2002**

**JOB TITLE: SUPERINTENDENT OF MAINTENANCE AND SAFETY
WATER PLANTS**

GENERAL STATEMENT OF JOB

Under limited supervision, performs varied mechanical and electrical repairs to ensure that water treatment plants are operated to all regulatory criteria of U.S.E.P.A and the SCDHEC. Provides assistance and guidance to the water plant maintenance technicians to ensure all equipment functions properly. Primarily works on water treatment plant systems and equipment. Reports to the Director of Water Plants.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists the Director in purchases for office, janitorial, safety supplies, and equipment and maintains adequate inventory; assists in establishing the bid list for major purchases and receives bids.

Inspects, troubleshoots, and diagnoses potential problems with pumps and motors; performs general repairs on all equipment related to water treatment operations; assists maintenance technicians in scheduling and conducting preventive maintenance on necessary equipment and performing procedures on a timely basis as needed.

Prepares requisitions for equipment, parts, and supplies for necessary repairs or to perform preventive maintenance service.

Utilizes various types of tools and equipment such as drills, saws, mechanic tools, electricians' tools, etc; estimated materials parts, and time for jobs.

Provides assistance, guidance, and training to water plant maintenance technicians for repairing or maintenance of water treatment plant systems and equipment.

Ensures that repairs and newly installed equipment meets required standards and codes.

Assists Director with time keeping process at Water Plant II.

Schedules training for safety meeting for water plants and maintains records of meeting; ensures that all employees have the necessary training for Process Safety Management.

ADDITIONAL JOB FUNCTIONS

Performs a wide variety of duties and assignments as requested by the Director.

Assists Director with preparing departmental budget.

Performs other related duties as required.

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MINIMUM TRAINING AND EXPERIENCE

Vocational/technical school education or training in electrical and mechanical repairs/maintenance and three to five years of experience in the electrical or mechanical maintenance field; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must possess certification as a Water Treatment Plant Operator "A". Must possess a valid SC driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of types of office equipment such as computers, adding machine, etc. as well as all equipment in the water treatment plants. Must be physically able to operate a variety of types of equipment including various types of pumps, flash mixers, autoclave, chemical feeders, chlorinator, etc. in order to repair or service the same, and must be able to utilize a variety of types of diagnostic tools, mechanic tools, and electricians tools to perform duties. Must be physically able to exert up to twenty-five pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may require standing, walking, reaching, and climbing for brief periods of time. Must be able to lift and/or carry weights of approximately fifty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments/instructions to subordinates. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read and understand a variety of documents, reports, and manuals. Requires the ability to prepare various charts, records, and reports such as production reports, maintenance sheets, bid requests, budget, etc. Requires the ability to interact with supervisor, subordinates, other departmental personnel, DHEC personnel, consultants, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as mechanics, electrical systems, etc. in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to apply principles of rational systems such as water treatment processes, legal systems relative to plants, accounting, personnel, etc., in order to solve problems and deal with a variety of concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; apply algebraic, geometric, and trigonometric

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principles; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using various types of equipment. Must be able to operate a motor vehicle as required in visiting all facilities.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, switches, etc. Must have high levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has comprehensive knowledge of state and local plumbing and electrical standards, codes, and requirements governing the operation of water treatment plants. Has comprehensive knowledge of the operation and maintenance of water treatment plants and of water treatment laboratory procedures. Is able to maintain quality level of efficiency at water treatment plants, pump stations and laboratory in order to comply with operating permit specifications established by SC DHEC and EPA regulations. Is able to use judgment and discretion in making decisions relative to specific duties and responsibilities. Is able to effectively supervise subordinate staff in the daily completion of duties. Knows how to motivate employees so as to achieve quality work levels. Is able to establish and maintain good working relationships with people. Is able to make detailed oral and written reports to regulatory agencies and to upper management. Is familiar with the necessary documents and records to be maintained and is able to do so in an accurate and organized manner. Has the ability to interact with a variety of persons and agencies in an effective and positive manner. Understands principles and methods required to maintain optimum productivity while maintaining standards of quality and safety. Is able to read various materials, publications, etc., in order to keep abreast of current practices in water treatment plant management. Understands the bid process and is able to effectively manage same as required in making major purchases for the plants. Has comprehensive knowledge of various computer systems utilized in the plants, and is able to use same effectively for a variety of purposes. Has good accounting skills; is able to develop and implement the departmental budget. Is able to work under adverse conditions such as noise, vibrations, toxic agents, dusts, etc. Has the ability to handle stress involved in making decisions and judgments which ultimately affect the entire City and which are subject to fines or legal action. Has excellent management, organizational, supervisory, technical, and human relations skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all City departments and divisions, co-workers and the public.

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Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the City.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, City policy, standards, and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarifications of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors, and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management, City Administrator, professionals, and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. An estimate expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

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Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the City. Within the constraints of City policy, formulates the appropriate strategy and tactics for achieving departmental and City objectives.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.