

**JOB TITLE: MAINTENANCE & ASSET MANAGEMENT SUPERVISOR**

RANGE: 13

**Essential Personnel**

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**DEPARTMENT:**

Operations

**SUPERVISED BY:**

Wastewater Operations Manager

**FLSA STATUS:**

Exempt

**JOB SUMMARY:**

The Maintenance and Asset Management Supervisor (Supervisor) provides supervision, planning, and direction to support maintenance and asset management activities and personnel maintaining and managing the regional wastewater treatment and transmission facilities, including facilities and grounds maintenance and mechanical systems. Responsible for delivering and advancing the maintenance and asset management program and principles in a professional and timely manner. Decision-making is influenced by researching and promoting best practice-based maintenance and asset management concepts and practices to meet strategic departmental and program goals.

**DISTINGUISHING FEATURES:**

This is an exempt-level, supervisory classification in the Operations Department and not part of a series. The Supervisor plans, organizes, assigns, coordinates, and reviews the work of skilled staff in support of the effective and efficient operation of the regional treatment and transmission facilities. This position exercises independent judgment, under the general direction of the Wastewater Operations Manager, and demonstrates an advanced level of specialized maintenance and asset management expertise to resolve routine and complex or unique equipment and repair problems. An employee in this exempt-level position works with a high degree of independence, judgment, and discretion based on achieving overall program objectives.

**MINIMUM QUALIFICATIONS:**

**Certifications and Licenses:**

- Valid state-issued driver's license with good driving record.
- Washington State Limited Non-Residential Maintenance electrical license, or greater, is preferred.
- Other relevant certifications, training, or licenses such as millwright, electrical, welding, and asset management will be considered.

**Knowledge of:**

- Human resources supervisory and management principles and practices.
- Principles and practices of asset management predictive and preventative maintenance programs, and computerized maintenance management systems.
- Operating principles and maintenance practices of the equipment and facilities of an advanced secondary wastewater treatment facility, and Class B biosolids production facilities.
- Complex, wide-ranging equipment maintenance and repair techniques including but not limited to pumps, motors, compressors, screens, conveyors, augers, presses, thickeners, mixers, blowers, gearboxes, instrumentation, and controls.
- Principles and applications for plumbing, pipefitting, and backflow prevention.
- Hydraulic and pneumatic system theory, maintenance, and repair techniques.
- Machining and fabrication theory and application.

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- Occupational health and safety regulations, hazards, and precautions associated with wastewater treatment plants and pump stations.
- Maintenance management systems and implementation of preventative maintenance programs.
- Mechanical functions; principles of high voltage electricity; control systems functions.
- Instrumentation, hardware/software installation, maintenance, and trouble-shooting methods.
- Facility and grounds maintenance systems, methods, and practices.
- Maintenance and construction project management.
- Maintenance practices for working with and around electrical equipment.
- Budget preparation and management (i.e. tracking expenses, meeting expense target).

**Skill in:**

- Planning, organizing, directing, and reviewing the work of skilled technical personnel.
- Supervising, training, and motivating staff and the fair and consistent application of behavioral standards.
- Effective written and verbal communication, working with individuals of diverse backgrounds.
- Conflict resolution and consensus building.
- Use of modern office equipment and computers, including Microsoft Office suite (Word, Outlook, Excel, PowerPoint) and GIS.
- Use of computerized maintenance management systems to manage, monitor, and provide preventative maintenance.
- Operating, maintaining, and installing mechanical, building, pipe, pump, water movement systems, structures, and related equipment.
- Proper use and maintenance of a variety of hand and power tools and equipment required to accomplish the work.

**Ability to:**

- Pass and maintain all required health and safety training and certifications, including but not limited to confined space.
- Pass all required safety training classes and apply those procedures to the work environment.
- Listen, understand the scope of and analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Effectively accomplish all necessary work through others in a team environment.
- Use independent judgment and discretion to efficiently, effectively, and safely provide for the completion of all assigned work and responsibilities.
- Analyze, organize, manage, and communicate large quantities of detailed information.
- Implement standardized processes and formats for documentation of equipment condition, operation, and maintenance.
- Communicate information clearly and concisely, orally and in writing, or via e-mail, telephone, or radio to technical and non-technical audiences.
- Effectively adjust to changing priorities.

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- Read, comprehend, interpret, and apply technical manuals, machine blueprints, schematics, as-built drawings, and specifications.
- Maintain a professional and respectful working environment.
- Establish and maintain effective working relationships with those contacted in the course of work, including District and other government officials, community groups, and the general public.
- Diagnose and correct complex defects in process equipment and systems in an effective, efficient manner.
- Serve as the Maintenance representative on engineering projects.

**Education and Experience:**

Any combination of education, training, and experience which provides the knowledge, skill, and abilities to effectively perform the work. A typical way to acquire this includes:

- High school diploma or GED; and
- Associate degree in engineering, science, or other related field (Bachelor's preferred).
- Seven (7) years of progressively responsible and relevant experience in industrial plant and facilities operation or maintenance and repair.
- Two (2) years' experience at a Class III or higher domestic wastewater treatment plant is preferred.
- Three (3) years of increasingly responsible lead or supervisory experience, asset management, and computerized maintenance management system experience or equivalent.

**WORKING CONDITIONS:**

- May be subject to frequent standing, walking, sitting, climbing, balancing, stooping, kneeling, twisting, climbing stairs or ladders, or working in confined spaces.
- Work occurs indoors and outdoors in all weather conditions.
- Requires physical capability and mobility to navigate all types of surfaces and terrain.
- Occasionally lift up to 50 pounds.
- May operate heavy equipment.
- Potential exposure to high voltage electrical equipment, raw sewage, and/or odors or other hazardous atmospheres.
- May be assigned to work alone or with others.
- Work may be performed from ladders or scaffolding.
- Wearing and/or using personal protective equipment (PPE) will be required to perform or monitor certain tasks.
- Required to work after regular business hours and in emergency or inclement weather conditions.

**TYPICAL DUTIES & RESPONSIBILITIES:**

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Individual positions may perform all or some combination of the duties

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listed below as well as other related duties. The District reserves the right to add, modify or remove duties as appropriate to meet business needs.

**Maintenance and Supervision.** Ensures all mechanical systems and equipment are in proper working order and maintained in accordance with a preventative maintenance program and manufacturer's specifications and that plant downtime related to equipment or systems failure is rare. Responsible for ensuring all facilities and grounds are maintained to a high standard and that the work environment is conducive to safe and efficient equipment operation, while providing a pleasant atmosphere that presents a positive image to employees and the public. Develops, implements, and maintains systems for inventory control and maintenance based on adopted standards, manufacturers recommendations, past practices, and general observations. Supervises and directs staff in the predictive, preventative, and corrective maintenance of the treatment plant and related facilities, including machinery and equipment. Provides for the effective planning, organization, and completion of all assigned work. Tracks resources needed for the work, ensuring equipment, tools, supplies, and resources are available to accomplish work plans and that any obstacles that may hinder their work are removed or addressed in an expedient manner. Maintains accurate records of maintenance activities, details, and information. Assesses resources needed to meet defined levels of service and provides proactive preventative maintenance in support of a fiscally responsible operation.

Coordinates work activities between operations and maintenance to ensure productivity, resolves procedural and/or personnel issues, ensures delivery of defined levels of service and the best utilization of resources. Recommends and directs the implementation of goals and objectives, policies and procedures, and workflows. May provide policy interpretation to staff as needed. Develops or assists in developing a maintenance budget for areas of responsibility and utilizes budget parameters to ensure effective and efficient use of allocated funds. Assists in allocating resources based on needs analysis and forecasting. Prepares and reviews staff reports, work order reports, equipment condition data, and other information for completeness and accuracy. Fosters a work environment that supports and facilitates the performance of efficient, effective, high-quality work through coaching and mentoring employees.

Evaluates maintenance staff performance and work, identifies and recommends training and development needs, and administers or makes recommendations for performance improvement or discipline, as needed. Develops or assists in developing safe and effective standard operating procedures. Ensures implementation of safety programs, technical training, new or modified policies and procedures, and individual coaching and feedback for employees on a regular basis. Manages staffing needs, including approval of work and vacation schedules and authorizing overtime to ensure efficient and effective maintenance. Assists in selecting consultants and contractors, coordinates/monitors their work, and ensures that work is done to contract specifications.

**Asset Management.** Continued implementation and development of the comprehensive asset management program for the regional treatment plant(s) and related facilities. Development of physical asset management strategies, work plans, processes, and procedures to capture, organize and analyze relevant information to aid decision-making for optimizing the selection, utilization, performance, and lifespan of the regional treatment plant assets and facilities. Develops and updates short- and long-term asset repair and replacement projections using a risk-based decision-making process. Ensures maintenance data collection activities are consistent with the asset

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management program goals and objectives, and industry best practices. Monitors adherence to established data collection procedures.

Supports implementing inventory requirements for spare parts based on asset criticality, redundancy, parts lead time and cost to reduce risk and ensure established levels of service are met. Under the direction of the Wastewater Operations Manager, develops, defines, and implements asset management priorities, goals, and plans. Identifies areas to increase asset management program improvements and sustainable reliability. Assures that all system and equipment changes and additions are properly documented, and original drawings and manuals are updated, including correct asset numbers. Provides training, mentorship, and support to others within the organization related to maintenance and asset management principles and practices. Assists project managers in obtaining operational and maintenance records, financial and cost data, and performance criteria for individual assets through the project delivery process.

**Other Duties.** May respond to after-hour calls using established guidelines, protocol, and good judgment regarding the deployment of additional personnel. Provides information to best address urgent or emergency work situations. Performs other duties as assigned. Represents and promotes a positive image of the District.

**RELATIONSHIP WITH OTHERS:**

The Maintenance and Asset Management Supervisor has regular contact with Operations and Maintenance staff, other District personnel, the public, vendors, consultants, and contractors by phone, in writing, or in person in the field, responding to requests for information, customer complaints, ordering of supplies and other tasks. The Supervisor interprets District policies and procedures and issues directives for section staff. They may also regularly contact other staff within the District to discuss issues and seek assistance in coordinating work and resolving personnel or administrative issues.

**SUPERVISION:**

**Exercised:** Exercises direct supervision and has full supervisory responsibility and accountability for the work of all assigned staff; plans, organizes, assigns, directs, and reviews work assigned to Maintenance Technicians and the Facility & Grounds Caretaker; adjusts work assignments and schedules to maintain adequate staffing levels and responds to fluctuating workloads; evaluates employee performance; assesses training needs; disciplines and rewards employees and all other similar supervisory responsibilities. Ensures direct and indirect reports are aware of and comply with all federal, state, and District required safety programs and procedures. Periodically assesses the work areas to identify and resolve safety issues or concerns and ensures District professionalism standards are met.

**Received:** The Maintenance and Asset Management Supervisor works independently and under the general guidance and supervision of the Wastewater Operations Manager. The Wastewater Operations Manager makes assignments by defining program objectives, priorities, and deadlines and assists the Supervisor with unusual situations or problems without clear precedents. The employee in this position plans and carries out the work independently and is expected to resolve

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problems in accordance with instructions, policies, and accepted practice. At this level, the employee is primarily engaged in supervisory activities of the Maintenance section.

**SPECIAL REQUIREMENTS:**

- This position is designated as Essential Personnel and is required to report to work during emergency conditions and inclement weather events.
- Reside within 45 minutes reporting time to the District office or assigned reporting location within one year of the date of hire.
- Maintain appropriate physical fitness to perform essential job functions.
- Reside within 45 minutes reporting time to the District Office or assigned reporting location within one year of the date of hire.
- Ability to work long hours, nights, and weekends intermittently or on an emergency basis.
- Final offer of employment is contingent upon successful completion of a reference check, pre-employment physical, and drug screening.