

# JOB DESCRIPTION

Dept: Maintenance Department

## Position: ASST. PLANT MAINTENANCE MANAGER



### GENERAL DESCRIPTION:

The Assistant Plant Maintenance Manager assists the Plant Maintenance Manager in planning, training, and managing day-to-day activities of plant maintenance personnel.

### SUPERVISION RECEIVED & EXERCISED:

- Receives functional and direct supervision from the Plant Maintenance Manager.
- Receives direction from the Water Reclamation Superintendent.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF PLANT MAINTENANCE MANAGER:

Duties and responsibilities may include, but are not limited to, the following:

1. Assists in the coordination and assignment and performs all maintenance activities such that all mechanical equipment is in operational status, and that all mechanical equipment is in good working order.
2. Assists in the Supervision of the Maintenance Mechanic II - CNG Specialist, the Maintenance Mechanic II, Maintenance Mechanic I, and Laborer staff.
3. Assists in the maintenance of the work order system and the software database for preventive maintenance.
4. Helps the Plant Maintenance Manager maintain an inventory of parts and supplies, and a preventative maintenance schedule for the wastewater treatment plant, lift stations, and vehicles.
5. Assists in the solicitation of quotes, work with vendors, and use the requisition database to obtain the parts and supplies, as needed.
6. Helps Plant Maintenance Manager monitor progress of maintenance activities and projects, and coordinate and facilitate assigned work with Maintenance Department staff.
7. Work with all other MCSD personnel to help ensure that proper operation and maintenance is being conducted, such that high quality water is being discharged, and that the MCSD achieves and maintains compliance with the terms and conditions of its NPDES Permit.
8. Perform all related, similar, or like duties, as assigned.

### DESIRED KNOWLEDGE, EXPERIENCE, SPECIFICATIONS, AND EDUCATION:

#### General Knowledge:

1. Knowledge of approved methods, practices and safety standards relating to maintenance repair and/or construction.
2. Knowledge of basic electrical test equipment: voltmeter, ammeter, ohmmeter.
3. Knowledge of advanced electrical test equipment: diagnostic electrical test equipment.
4. Knowledge of hand, measuring and power tools.

#### Specific Knowledge:

1. Acceptable working knowledge/background of mechanical/hydraulic operation and maintenance of pumps, piping system, lubrication, and other similar mechanical equipment.
2. Basic knowledge of wastewater treatment processes and lift station operations.
3. Basic familiarity with code requirements, both local and national.
4. Ability to use standard math, simple algebra, and geometry.
5. Ability to perform, or learn, maintain, repair, advanced troubleshooting/diagnostics, calibrate, and operate equipment as noted in "Specific Abilities and Skills" chart.

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### Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

- At least five years of relevant experience, preferably maintenance management experience, in a wastewater treatment facility.

#### Education:

- Equivalent to the completion of the twelfth grade is required.

### Licenses and Certification:

- A valid driver's license with a For Hire Endorsement or CDL is required.
- State of Indiana Municipal Class I (or higher) Certified Operator's License is preferred.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

#### Physical Movement:

Physical Movement: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

Physical Requirements: Employee must frequently lift up to 50 pounds or more.

Sensory Requirements: Employee should be able to verbally communicate, hear, smell, and have visual ability for close work; distance work and either distinguish colors or grayscale contrasts.

Work Environment: While performing the duties of this job, the employee is frequently exposed to fumes and may be exposed to airborne particles and toxic or caustic chemicals. The employee frequently works near moving mechanical parts and in outside weather conditions.