

City of Lowell
Job Posting
Please Post: September 30, 2013
Deadline: October 14, 2013
Water Utility
Superintendent-Maintenance
ANTICIPATED VACANCY

Job Title: Superintendent Maintenance (2800-PG4, 1943)
Department: Water Utility
Reports To: Executive Director; and other designated personnel
Salary: \$1,258.35(min) to \$1,461.16 (max) - 40 hrs weekly
FLSA Status: Non-exempt

SUMMARY

Responsible for the daily supervision of the maintenance mechanics, skilled mechanics and repairmen engaged in the automotive and plant facility in the repair, maintenance, troubleshooting and installation of equipment, machinery and vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the proper deployment of staffing, resources and equipment as it relates to the garage and facility maintenance;

Responsible for the daily planning, inspection and maintenance of equipment and machinery used in a water treatment facility or related facility such as pumps, motors, generators, valves, chlorinating and chemical feed equipment, engines, gates, piping, backhoe, trucks and other water vehicles used in distribution and filtration systems;

Develops maintenance programs and schedules for their implementation;

Reviews work, policies, deployment and quality of work of employees assigned to his/her jurisdiction;

Keeps and reviews records of employee activity, performance and scheduling as required;

Establishes a comprehensive periodic and preventative maintenance plan for the facility; Oversees pipefittings, welding and general maintenance duties as needed;

Maintains portable pumps and conveyors, booster pumps, filter bed equipment and related systems;

Prepares reports and assembles data on work performed as well as other related reporting duties;

Recommends to Plant Manager appropriate disciplinary actions for subordinates when necessary;

Assists in budget development;

Makes requests for supplies, equipment and material as needed; Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises 6-15 employees in the Water Utility (includes Chief Mechanic, Skilled Maintenance Mechanics, Motor Equipment Repairmen, Laborers and Electrician) Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable Individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must have five years of experience in facility and automotive maintenance with at least one year in a supervisory capacity;

Knowledge of Supervisory Control and Data Acquisitions Systems (SCADA);

Knowledge of Allen Bradley PLC's and PLC Programming, HMI Interface;

Knowledge of a computerized maintenance management system; Knowledge of the principles and practices of management supervision;

Knowledge of the principles, practices and methods of facility maintenance and automotive repair in areas of pumps, generators, valves, engines, auto body work, conveyers, heating/plumbing systems, water treatment machinery, etc.;

Knowledge of the methods and techniques used in order to properly handle variations in equipment operations; including but not limited to analyzers, pH probes, turbidimeters meters, temperature sensors, chlorine dioxide analyzers and other various instrumentation equipment used in a water treatment facility;

Knowledge of the safety precautions and practices observed in the operation and maintenance of a water treatment facility;

Ability to apply, interpret and understand federal, state and local regulations and laws relative to the operation of a water treatment facility.

Ability to establish and maintain effective working relationships with subordinates;

Must have the ability to exercise independent judgment, and discretion in carrying out work details and allocating work to subordinates, and to instruct and supervise all levels of workers.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Driver's license commensurate with the equipment being operated.

Possession of a current and valid Grade 4 License issued by the Board of Certification of Operators of Drinking Facilities or the ability to acquire one within one year of appointment to position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually loud.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified/interested individuals send resume and/or application to the Human Relations Office, Rm 19 ~ City Hall, Lowell, MA 01852 by 4:00 PM on: Deadline October 14, 2013 ~ Applicants may also send resume and/or application to cityjobs@lowellma.gov

EOE/AA/504 Employer