

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Supervisor VI-Maintenance	Department:	Water Pollution Control Plant
Requisition Number:	2019222		
Hours:	7:00 a.m. – 4:00 p.m., may vary, On call 24 hours as needed	Rate of Pay:	\$56,447.00 - \$77,938.00 Annually
Date Posted Up:	11/6/19	Date Posted Down:	Until Filled
Time Up:	11:00 a.m.	Time Down:	

SUMMARY

Working under direction of the Plant Superintendent, incumbent supervises, coordinates and directs the installation, maintenance and repair of equipment for the Filtration Plant, the Water Pollution Control Plant, and their related facilities. The incumbent will assist in the Plant's production activity. The incumbent will assist in the Filtration Plant's production activity. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Assists with managing other departments and plant functions as needed;
- Supervises and performs highly skilled work in the inspection, repair, maintenance, installation of all types of water / sewage treatment mechanical and electrical equipment and facilities at the Water Filtration Plant and Water Pollution Control Plant, and their many related areas;
- Plans, schedules, and manages maintenance staff members and all associated mechanical and electrical work;
- Coordinates work and work schedules with engineers, contractors at the plant, and all related facilities;
- Supports CMMS Administrator;
- Utilizes CMMS for tracking work history, labor and material costs, and repair parts;
- Utilizes CMMS for Asset Management;
- Assists in employee training and safety procedures;
- Writes specs for quotes from and for contractors to bid here at the plant and outlying stations;
- Develops and implements Total Productive Maintenance (TPM) program and 6S program;
- Develops maintenance related work instructions and trains employees on them;
- Assigns daily duties to appropriate plant personnel and tracks progress of work assignments;
- Develops maintenance related Standard Operating Procedures and trains employees on them;
- Ensures that preventive and predictive maintenance is scheduled and completed as scheduled;
- Supervises and assists in the maintenance and repair of equipment at all pumping stations, regulators, and toe drain stations, also assembly and installation of new equipment; including a variety of mechanisms relating to water and sewage treatment;
- Supervises and assists in the maintenance and repair of equipment at all pumping stations, regulators, and toe drain stations, also assembly and installation of new equipment;
- Assists in handling and storage of inventory items;
- Assists in plant facilities/equipment decisions, plans and specifications, including O&M and Capital Budgets;

- Monitors Security, sets up and implements Security Protocols;
- Physically monitors outlying Plants and related facilities;
- Uses SCADA to Monitor outlying Plants and related facilities;
- Manages and coordinates capital projects at the Filtration Plant and the Water Pollution Control Plant;
- Manages, supervises, assigns, monitors progress, and ensures the quality of work performed in construction projects;
- Assists in Plant operations as and when needed;
- Oversees building services contractor;
- Oversees all buildings and grounds upkeep;
- Oversees flood control management of maintenance to pump stations and sluice gates;
- Oversees stock room activities, including maintaining an adequate supply of spare parts;
- Prepares duties for crews to achieve and checks progress;
- Maintains work areas and equipment in a clean and organized condition;
- On call 24 hours a day for emergencies.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Responsible for the direct supervision of employees in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; performance appraisals; compensating and disciplining employees in accordance with the applicable policies; addressing complaints and resolving problems.

MINIMUM 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

A qualified candidate will have a Bachelor's degree in Science (B.S.), Engineering, Management or Project Management discipline from a four-year college or university or equivalent of eight (8) years experience. The employee must have a minimum of four (4) years experience in an industrial facility. Computerized Maintenance Management System (CMMS) management and Total Productive Management experience is desirable

OTHER SKILLS, KNOWLEDGE AND/OR ABILITIES

- Communicates effectively both orally and in writing;
- Knowledge of Microsoft Office software including Word and Excel;
- Experience in creating reports and spreadsheets;
- Must have the ability to qualify medically and physically to wear respiratory protection equipment;
- Ability to pass post-offer physical.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and

procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License;
- Water Filtration Plant requires WT-3 and WT-5 Certificate from IDEM within six (6) years of hire;
- Water Pollution Control Plant requires Class IV within (6) years of hire;
- Must take a ten (10) hour OSHA training course in General Industry (1910) or Construction (1926) within 1-year of obtaining position;
- Must obtain certification in adult CPR/First Aid/Blood-borne Pathogen Instructor Certification within one (1) year of holding position. Also must keep certification current;

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 frequently required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Enters, exits and works in confined spaces, wearing a variety of safety apparatus. Specific vision abilities required by this job include close vision, distance 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 regularly exposed to fumes or airborne particles. The employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6)

months from their start date to become residents of either Allen County or one of the six counties listed above.
Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.