

Superintendent of Mechanical Maintenance

Reports To: Water Director

FLSA Status: Exempt

Grade: N

Department: Water

Summary: Plans, organizes, directs, coordinates and supervises activities and work projects related to the maintenance of the Water department mechanical equipment and assigned assets. Provides technical direction and control of work to assure its timely performance and adherence to maintenance standards. Work is coordinated with maintenance crew leaders and other municipal departments. May perform some duties of the Water Director in his or her absence. Work is reviewed under the general direction of the Water Director.

Essential Functions include the following. Other duties may be assigned.

Tracks equipment and tool purchases for the entire Water department.

Assists in writing specifications for department mechanical equipment, acting as liaison with the Purchasing and Vehicle Maintenance divisions on purchases.

Selects and maintains a computerized maintenance management system (CMMS).

Develops and maintains an computerized inventory system for maintenance items and all departmental tools.

Investigates maintenance failures.

Oversees the gathering of data for fleet maintenance and work closely with Vehicle Maintenance division to initiate and maintain a preventative maintenance program for vehicles and rolling stock.

Oversees collection of mechanical equipment data and directs the transfer of information to electronic maps and databases.

Plans, schedules, and manages maintenance activities for Water department mechanical equipment.

Prepares initial budget for infrastructure maintenance and seasonal employee accounts for the Water Director's approval.

Monitors expenditures from multiple budget accounts, and monitors and tracks employee's time and attendance.

Makes recommendations to Water Director for future equipment and facility needs as well as building and maintenance for the Water department.

Responds to, documents, and resolves complaints from City stakeholders.

Demonstrates correct use and general care of mechanical equipment and hand tools.

Develops, trains, and implements proper safety practices.

Advises, coaches and enforces the use of proper safety equipment and techniques for field crews.

Advises crew members on technical and personnel problems.

Supervisory Functions

Assigns and supervises work of pump station maintenance and lake parks crew leaders and employees, and controls work through inspections of jobs underway and completed.

Schedules and manages maintenance for Water department mechanical equipment and assigned assets, including pumps, electrical equipment, electronic equipment, SCADA systems, instruments, storage tanks, buildings and related equipment.

Assures adherence to standards and work orders, and trains employees in the proper work procedures, including all standards and procedures relating to safety.

Exercises the authority to make recommendations concerning employment, dismissal, reprimands and related actions to the Water Director.

Qualifications

To perform this job successfully, an individual must be able to perform all essential functions 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.

1) Education/Experience: Graduation from high school, preferably supplemented by college or technical school course work or related degree; considerable hands-on experience in water/sewer mechanical systems maintenance or construction maintenance, and at least five years in a water system of the equivalent size or larger including supervisory experience; or any equivalent combination of training and experience.

2) General Skill Levels: Thorough knowledge of the operating standards and maintenance requirements of a variety of mechanical equipment used in water maintenance programs. Thorough knowledge of the City and its water system. Familiarity with preventive maintenance programs for mechanical equipment and systems. Thorough knowledge of city, county, state, and federal regulations as they pertain to the Water department, including safety standards for mechanical equipment operation. Ability to use word processing, spreadsheet, database, Internet and e-mail software, and City applications as needed by the department. Ability to plan, layout,

and supervise the work of a large number of subordinates engaged in various remote assignments. Ability to detect and locate defective workmanship and materials during various phases of completion. Ability to anticipate personnel, equipment and material requirements to complete various water maintenance programs. Ability to manage functions, resolve conflict and work harmoniously with department heads, officials, employees, outside professionals and the general public. Ability to effectively communicate technical data verbally and in written form. Ability to prepare detailed work reports, including through the manipulation of computerized databases. Skill in the use of, and ability to train subordinates in, mechanical equipment operations. Ability to coach and mentor subordinate staff. Ability to identify individuals with the technical and interpersonal skills to lead crews and projects. Ability to direct, appraise and discipline staff in a respectful and constructive manner. Ability to share responsibility with others and delegate responsibilities as appropriate.

3) Certificates and Licenses: Illinois Driver's License.

Supervisory Responsibilities: Manages approximately 20 employees in the Water department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems, subject to the review of the Water Director.

Physical Requirements/Working Conditions: Work is performed in both office and field environments. Work requires driving between work sites in town and occasionally to other locations for meetings. The physical demands on this position may include lifting and manipulation of heavy objects, primarily for demonstration and training, but in most cases physical activity is of an oversight nature. Oversight activities may take place in dusty, moist or humid conditions and in a range of outdoor temperatures.