

Jurisdictional Class: Competitive
EEO Category: Service-Maintenance
Revised: 03/18/2025

WASTEWATER TREATMENT PLANT MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position has immediate charge of the repair and maintenance of buildings, machinery and equipment at a wastewater treatment plant and its pumping stations. The duties involve responsibility for planning, supervising and participating in the repair and maintenance of buildings, machinery and equipment at the wastewater treatment plant and its pumping stations. Responsibilities for automotive equipment is not a part of this job. The incumbent works under general supervision of Wastewater Treatment Plant Maintenance Superintendent, who reviews general program objectives. The incumbent is allowed considerable latitude in deciding work methods. Supervision is exercised over the work of personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Has responsible charge of the coordination and scheduling of routine maintenance and repair activities for the wastewater treatment plant and remote pumping stations, and pipeline pigging systems;

Supervises the personnel within the maintenance department;

Plans, oversees and participates in maintenance and repair jobs;

Establishes a comprehensive preventive maintenance schedule and ensures compliance;

Estimates the cost of labor and parts for repair/upgrade projects;

Has charge of the computerized asset management and inventory control system for parts and equipment;

Supervises the maintenance of the facility's instrumentation and controls systems, including security and SCADA systems;

Evaluates the complexity of repair jobs or upgrades and, in the case of major projects, recommends and works with outside contractors;

Assists in the procurement of service contracts for those systems that require specialty knowledge and expertise that are beyond the expected capabilities of the maintenance staff;

Assists in the preparation of annual budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of plant operations, operation, maintenance and repair of pumps and auxiliary equipment; good knowledge of the uses and methods of repairing hydraulic and pneumatic equipment; good knowledge of the common practices, tools, terminology and safety precautions of the electrical/mechanical trades; general knowledge of mechanical trades; ability to read and work from plans, specifications and rough sketches; ability to plan, organize and supervise the work of others; ability to solve operating and maintenance problems as they occur.

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MINIMUM QUALIFICATIONS:

- (A) Possession of Bachelor's Degree in mechanical engineering, environmental engineering, mechanical technology, electrical technology or electrical engineering **AND** three (3) years of experience in a combination of maintenance and repair of heating, ventilating, and air conditioning systems, electrical and instrumentation systems, and equipment and machinery of the type used in a wastewater treatment plant*, two (2) years of which shall have been in a supervisory capacity; **OR**
- (B) Possession of Associate's Degree in mechanical engineering, environmental engineering, mechanical technology, electrical technology or electrical engineering **AND** five (5) years of experience in a combination of maintenance and repair of heating, ventilating, and air conditioning systems, electrical and instrumentation systems, and equipment and machinery of the type used in a wastewater treatment plant*, two (2) years of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from a high school or possession of a high school equivalency diploma **AND** seven (7) years of experience in a combination of maintenance and repair of heating, ventilating, and air conditioning systems, electrical and instrumentation systems, and equipment and machinery of the type used in a wastewater treatment plant*, two (2) years of which shall have been in a supervisory capacity.

*Includes mechanical screens machines, force mains, grit removal equipment, presses, pumps, valves, and all other equipment used in wastewater treatment and pumping systems.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment.

NOTE:

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience as described above will be pro-rated toward meeting full-time requirements.

Adopted: 08/09/1982

Revised: 07/29/1989, 07/06/1995, 08/27/2014, 01/14/2020, 10/01/2021, 03/18/2025

Title changed from "Sewage Treatment Plant Maintenance Supervisor": 07/06/1995