

ERIE WATER WORKS

Maintenance Supervisor



JOB: Maintenance Supervisor
SHIFT: First
SALARY: \$65,000 - \$70,000

DEPARTMENT: Maintenance
ONE (1) VACANCY

OBJECTIVE

Ensure the efficient and timely maintenance and repair of the EWW's facilities, equipment, grounds and buildings.

RESPONSIBILITIES

1. PERSONNEL/MANAGEMENT

- a. Plan, direct, support and supervise the work of Maintenance Department personnel.
- b. Direct personnel in testing, diagnostics and repairs.
- c. Ensure that all personnel work in a safe and efficient manner by enforcing safety policies and making appropriate safety suggestions to the Senior Manager of Operations, Water Quality, and Maintenance.
- d. Conduct site visits and review work in process by maintenance personnel and external vendors and contractors.
- e. Discuss the work performance and issues of all maintenance personnel with supervisor and make recommendations regarding the training needs and promotion of all maintenance personnel. Work to improve employee performance issues.
- f. Monitor and lead internal maintenance projects.
- g. Work with maintenance personnel to provide tools, materials, equipment for projects.
- h. Monitor overtime and direct personnel on any overtime work to be performed.
- i. Oversee personnel time and attendance and ensure policies are enforced.
- j. Oversee compliance and adherence to all Collective Bargaining Agreements and perform disciplinary actions as prescribed therein when necessary.
- k. Interface with preventative maintenance contractors or vendors to review planned work and work in process and address any issues. Communicate issues to supervisor and appropriate personnel.

2. WORK ORDER MANAGEMENT

- a. Visit and inspect all of the EWW facilities on a regular basis in order to develop work orders to address routine maintenance needs and any issues that are discovered.
- b. Review all recurring and current work orders and assign levels of urgency and importance on a regular basis.
- c. Distribute work orders to maintenance personnel daily; adjust as required to accomplish emergency and/or unplanned work.

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- d. Review previous day's work and make sure electronic or paper work orders are filled out properly and completely by maintenance personnel.

3. OTHER DUTIES

- a. Order and procure materials and oversee the Maintenance Department Inventory in accordance with EWW procedures.
- b. Utilize knowledge of electrical testing, variable frequency drives, motors, pumps and construction (general, electrical, HVAC, and plumbing).
- c. Help plan and oversee the efforts of EWW's Supervisory Control and Data Acquisition (SCADA) system integrator to ensure timely, accurate and efficient delivery of services is achieved.
- d. Run and validate a system wide calibration program for dosing pumps, flow meters, probes, pressure transmitters, and all other instrumentation within EWW facilities and the water distribution system.
- e. Requisition creation and supervisory level approval of Maintenance Department expenditures.

INTERFACE

INTERNAL – Must maintain positive interface at all levels within the organization. Must be able to speak freely and work closely with the supervisor and other EWW employees when appropriate.

EXTERNAL – Must interface positively with customers, suppliers, vendors and contractors and within the community.

QUALIFICATIONS

EDUCATION – Prefer a bachelor's degree from an accredited college in engineering or related field.

EXPERIENCE

Minimum five (5) to ten (10) years of experience directly related to the maintenance, testing and repair of electric/electronic and mechanical equipment. Must have previous supervisory experience.

SPECIAL REQUIREMENTS

Must be able to travel throughout the EWW system to provide direct supervision and to observe the implementation of policies and procedures. Must be able to locate, diagnose and troubleshoot system problems, and prioritize the scheduling of work to resolve them accordingly. Must have good vision, hearing, and speech. Must have a current driver's license.

POSITION DIMENSIONS

Number of Employees Supervised: 6-10

Please email resume and cover letter to hr@eriewaterworks.org. Please not phone calls.

THE ERIE WATER WORKS IS AN EQUAL OPPORTUNITY EMPLOYER AND ALL EMPLOYEES SHALL BE TREATED EQUALLY WITH REGARD TO DISCRIMINATION AS TO AGE, SEX, MARITAL STATUS, RACE, COLOR, CREED, NATIONAL ORIGIN, HANDICAP OR POLITICAL AFFILIATION. BIDS FOR JOBS MUST BE IN WRITING ON SPECIAL FORMS PROVIDED BY THE ERIE WATER WORKS AND SIGNED BY THE BIDDING EMPLOYEE WITHIN FIVE (5) WORKING DAYS.