

# JOB DESCRIPTION

## *Maintenance Supervisor - GLASA*

Supervised by:	The Director of the Gun Lake Area Sewer Authority.
Supervises:	Maintenance Employees
General Summary:	Under the supervision of the Director, the Maintenance Supervisor, coordinates and supervises the planning and scheduling of the preventative maintenance and/or repairs and installations of plant equipment necessary for the efficient operation of the wastewater treatment facility, the lift stations and grinder pumps. Plans and schedules preventative maintenance of the sanitary sewer collection system including the inspections, cleaning, televising and structural repairs of laterals and manholes. Ensures plans are in place to respond to emergency situations that may occur at the plant or collection system. Provides assistance to the Director with the safety program, budget preparation and other assignments.

### Essential Job Functions:

●	Recommends the hiring and discharge of employees together with transfer, lay-off, recall, promotion, demotion, reprimand, or discipline of employees.
●	Assist Director with inspections of prohibited sewer discharges and cross connections then follows up to ensure compliance. Assist Director with determining customer rates.
●	Directs work and work sites.
●	Supervises the maintenance employees assigned to the wastewater treatment plant, including participating in hiring decisions, training, scheduling, assigning work, approving leave and overtime, dealing with employee relation issues.
●	Evaluates the performance of other employees.
●	Assists in budget preparation.
●	Supervises employees engaged in maintenance repair of equipment at treatment plant, lift stations, collection system and the water distribution system.
●	Maintains a regularly scheduled preventative maintenance program for all equipment at the treatment plant, lift stations, collection system and the water distribution system.
●	Responds to complaints from customers and ensures that employees respond in a timely manner to such complaints.
●	Controls Day-to-Day operational control.
●	Recommends adjustment of grievances.
●	Oversees the treatment plant, vehicles and equipment maintenance.
●	Participates in interview process.
●	Attends and reports to GLASA Board at monthly meetings when requested.
●	Maintains inventory of spare parts for all equipment for the sewer and water system .
●	Ensures safety is practiced at all times within the system. Investigates safety violations or accidents. Assists Director with safety training awareness as well as on-going audits of the system safety program.
●	Purchases maintenance parts and equipment. Obtains quotes from vendors and writes specifications as required.
●	Operates trucks, tractors, front end loaders, vactors, and other motorized equipment.
●	Assists in all aspects of operation, maintenance, and repair on all GLASA buildings and related ground facilities.
●	Maintains and performs minor repairs on vehicles, mechanical equipment and power tools.
●	Performs daily, monthly, quarterly and yearly tasks required for the YST Water System.

**Essential Job Functions - continued:**

- Maintains a detailed report for time spent by maintenance for the YST Water System.
- Responds to after hour emergencies. Must participate with the on-call service, equally with the other technicians.
- Performs other work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

- A high school diploma or GED is required at time of hire.
- Possession of a Class "B" Commercial Driver's License with air brakes endorsement valid in the State of Michigan within 6 months of date of hire.
- Knowledge of MDOT traffic regulations and equipment operation procedures and practices, and skill in applying them in completing regular and emergency assignments in a safe and efficient manner.
- Knowledge of basic mechanical repair tools and procedures, and skill in applying them in maintaining and making minor repairs to a variety of vehicles, mechanical equipment, and power tools.
- Knowledge of safety practices, tools, procedures and materials utilized in public works maintenance/repair operations, and skill in applying them in regular and emergency assignments in a safe manner.
- Knowledge of basic tools and procedures in maintaining and making minor repairs to GLASA buildings and related facilities.
- Knowledge of standard construction specifications, construction methods and materials.
- Skill in making basic mathematical calculations, and in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships, and use good judgment, initiative, and resourcefulness when dealing with employees, vendors, contractors, and the general public.
- Skill in handling customer complaints, and upset or irate citizens.
- Mental aptitude and physical coordination required to operate complicated mechanical equipment.
- Strength and physical condition sufficient to perform hard labor involving heavy lifting, shoveling, utilization of other hand tools, and working in excavations.
- Skill in implementing policies and procedures to properly and efficiently treat and distribute potable water, and treat and discharge wastewater within regulatory guidelines.
- Ability to lift and carry 50 pounds over uneven terrain.
- Ability to work effectively under stress, in emergencies, and during non-standard hours.
- Ability to walk, crawl, climb, and maneuver where physical mobility is required to complete duties.
- Minimum of ten years experience in a municipal sanitary sewer is preferred.
- Experience working with blueprints, technical manuals required.
- Minimum of five years of experience supervising a minimum of four employees is preferred.
- Licenses: D4 & S4 is required.
- Experience with electric repair is preferred.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee is likely to encounter while performing the essential job functions of this position. While performing the essential job functions of this position an employee is regularly required to communicate with others in person and on the phone. The employee is frequently required to perform work in the field, and may be exposed to adverse weather conditions. An employee is occasionally required to lift and/or move items of considerable weight. An employee is occasionally required to carry 50 pounds over uneven terrain for short distances. An employee is periodically exposed to working in traffic situations where safety practices will be required. The noise level in the work environment is moderate and can occasionally be very loud.

**Date Created: 12.22.2015/Revised 10.23.23**