



Job Title: Chief of Maintenance / Safety Officer

Reports To: Executive Director and/or Plant Manager and Chief Operations

Supervises Directly:

Lead Mechanic
Maintenance Mechanics
Electrician
Laborer

Purpose of Classification

Supervises assigned staff to perform a variety of tasks in maintenance, replacement and repair of all equipment, piping, buildings and grounds of the South Central Regional Wastewater and Disposal Board Plant. Implements Board's Safety Policy. This is a 24/7 on-call position.

Essential Functions:

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, coordinate staff training, and interviews candidates for employment.
- Plans and coordinates daily work activities; organizes and prioritizes workload; makes work assignments; develops work schedules to ensure adequate coverage on a 24-hour basis; monitors status of work in progress.
- Develops plans and procedures to ensure cost effective corrective and preventive maintenance for all plant equipment and structures.
- Responsible for the repair, adjustment, calibration, lubrication, and maintenance of all mechanical and electrical equipment.

- Assigns, checks and inspects work of maintenance crews assigned to Maintenance Department.
- Recommends the purchasing of parts and materials for maintenance department.
- Responsible for the development and implementation of adequate maintenance record keeping systems.
- Typical duties include generation of report to management, maintenance of record keeping systems and assist in budget preparation.
- Communicates daily maintenance activities with Chief of Operations and Operators.
- Maintains inventory and requisitions supplies and equipment needed.
- Required to implement the Board's Safety Program. Ensures safety equipment is available and that equipment is used whenever required. Provides, in conjunction with Chief of Operations safety training for all employees. Recommends and changes the Safety Manual when required. Corrects hazardous conditions immediately. Presides over quarterly meetings with Safety committee
- Must utilize employee performance appraisal process to help motivate and develop work group employees. Provides ongoing consultation with employees requiring same; advises employees of the relative merits of their strengths/weaknesses on a regular basis, applying the Board's progressive discipline procedures as needed. Prepares and submits employee evaluations in a timely manner.
- Must verify accuracy of work group's time sheets. Follows Board's administrative policies and purchasing procedures; enters proper account codes on all purchasing related documents. Explains company policies and procedures to work group members. Prepares work schedules, providing clear instructions to employees. Responsible for the selection and training of new employees.
- Performs other job related duties as assigned.

COMMUNICATION COMPETENCIES

- The ability to clearly communicate Board Goals, Policies, Strategic Plans and other key information to employees and peers using multiple communication platforms including e-mail and social media.
- Effectively communicates with supervisor, employees, other departments, contractors, engineers, utility companies, vendors, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Accurately and expeditiously receives and delivers messages and information to the appropriate individuals.
- Ability to prepare accurate and thorough written records and reports.

- Ability to understand and follow oral and written instructions and to complete assigned tasks with minimal direction.
- Ability to understand and quickly and accurately follow brief oral and written instructions on moderately complex matters.
- Ability to establish and maintain good working relationships with Supervisor, customers, other employees, other departments, other governmental and regulatory agencies, and the general public as needed.

PHYSICAL AND SENSORY REQUIREMENTS / ENVIRONMENTAL FACTORS:

- Physical Ability: Lifting 50 lbs maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs. Requires walking or standing to a significant degree. Climbing. Reaching. Handling. Touching Feeling. Talking. Hearing. Seeing. Smelling.
- Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.
- Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

The South Central Regional Wastewater Treatment and Disposal Board (Board) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the Board will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability.

JOB RELATED SKILLS:

- Knowledge of building, grounds and equipment maintenance
- Knowledge of occupational hazards and appropriate safety rules and regulations.
- Knowledge of preventative maintenance procedures and techniques.
- Knowledge of the tools, equipment, materials and practices of the building and mechanical trades.
- Ability to plan, organize and supervise the work of subordinates in a manner which encourages full performance and high morale.
- Ability to follow oral and written instructions and to work with a minimum of supervision.
- Ability to maintain records and prepare reports.
- Work with algebra and geometry.
- Must have developed language/literacy/technical skills to be able to: Read and comprehend English (construction drawings, maintenance manuals, policy manuals, memos, letters, books, journals, instructions, rules and regulations, etc.).
- Write reports with proper format, punctuation, spelling and grammar.
- Determining or interpreting work procedures for a group of workers, assigning specific duties to them, maintaining a good working relationship among them and promoting efficiency.
- Must be able to understand instructions and to communicate with supervisor about work questions, Board Policies or safety problems/procedures.
- Must be able to communicate with management, peers, subordinates and the general public. Tact and diplomacy must be used at all times to assure a positive Board image.
- Knowledge of the operation and maintenance of pumps, motors, and related equipment.
- Knowledge of electricity AC, DC, stored power, transformers, starters, phase monitors, etc.

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent.
- Four (4) years of managerial or leadworker experience in maintenance and repair of pumps, motors and related equipment or other type of electrical or mechanical experience which may be evaluated.
- Knowledge of wastewater process preferred but not required.
- Valid Florida Driver's License

[END OF JOB DESCRIPTION]

BOARD APPROVED OCTOBER 28, 2019