

## **SUPERINTENDENT OF MAINTENANCE**

**SOUTH ESSEX SEWERAGE DISTRICT, 50 Fort Avenue, Salem, MA seeks qualified applicants for the position of Superintendent of Maintenance.**

### **Definition**

Highly skilled management, technical and supervisory work in managing and overseeing the maintenance of all wastewater treatment and administrative facilities, including the various pumping stations, metering stations and collection system components, buildings and grounds; all other related work as required.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's or comparable degree in related field of study and at least four to six years experience in the maintenance of a comparably sized wastewater treatment or industrial facility, including at least three years supervisory experience, or an equivalent combination of education and experience. Two years experience in managing an annual budget of one million dollars or more is highly desirable. Also highly desirable are college-level mechanical and/or electrical engineering and life cycle cost courses and/or certificates.

#### **Special Requirements**

Massachusetts Driver's License

#### **Knowledge, Ability and Skill**

*Knowledge.* Thorough knowledge of the principles and practices of wastewater treatment plant and collection system maintenance. Thorough knowledge of buildings and grounds maintenance. Thorough hands on experience and working knowledge of machinery, electrical systems, control systems and computer systems and programs relative to all wastewater facilities. Complete working knowledge of how these systems and equipment are properly maintained and repaired. Complete working knowledge of occupational hazards and safety precautions pertaining to wastewater treatment plant operations and maintenance. Working knowledge of managerial, administrative and accounting practices and procedures involved in successful plant maintenance.

*Ability.* Ability to supervise maintenance and repair of plant equipment, buildings, structures, and grounds. Ability to plan, organize and coordinate preventive and capital maintenance projects. Ability to work independently or head a team or teams. Ability to prepare detailed maintenance reports and maintain accurate records. Ability to interpret an extensive variety of technical instructions, books and manuals in both mathematical and diagrammatic form. Ability to perform under emergency conditions. Ability to train and supervise maintenance personnel.

*Skill.* Excellent communication skills, both oral and written. Strong organizational skills. Strong computer skills, especially those used in the development and upkeep of maintenance records and budgets. Must have hands on maintenance, repair and trouble shooting skills.

**Physical Requirements**

Minimal physical effort generally required with occasional moderate effort required. Must occasionally move (push, pull, lift or carry) objects weighing up to 30 pounds. Must be able to access all areas of a multi-level facility. Good eyesight (sharp, close, distant, color, peripheral, and depth vision) and hearing well within normal ranges.

**Supervision**

Works under the direct supervision of the Executive Director.

Performs highly responsible management, technical and mechanical work requiring the use of independent judgment in maintaining the wastewater treatment facility and collection system.

Supervises 20 or more full-time employees.

**Job Environment**

Some work is performed under typical office conditions, with noise from office equipment and light traffic. Other work is performed under shop and field conditions with loud noises, some exposure to hazardous chemicals, oils, solvents, water borne diseases, explosive and toxic conditions, fumes or airborne particles, moving mechanical parts and associated electrical hazards and potential exposure to adverse weather conditions. Some work is performed under confined space entry conditions. Subject to being called in after normal business hours during emergency or critical conditions.

Operates a computer and other standard office equipment.

Has frequent contact with staff and vendors, the general public and local, state and federal officials.

Errors in judgment and administration may result in delays or loss of services, monetary loss, injury to self or other employees, damage to buildings or equipment, financial and legal ramifications to the District

Adheres to the District's safety rules and all other District regulations and policies.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment to the position.*

Directs and supervises all preventive and corrective maintenance on the wastewater treatment plant, pumping stations, other facilities and equipment. Exercises direct authority over all maintenance functions and personnel in accordance with approved policies and procedures. Develops budgets, work schedules and sets priorities.

Plans, schedules and directs maintenance of a wide variety of specialized mechanical and electric equipment plus buildings, structures, grounds and interceptors. Inspects all facilities to ensure that the

proper maintenance and repair methods are being adhered to. Establishes long-range preventive maintenance and capital improvement programs.

Supervises installation and testing of all new or rebuilt equipment.

Supervises inspection of contracted maintenance work to ensure work is performed in accordance with the contract.

Supervises and maintains maintenance records.

Controls expenditures of budgeted funds, assists the Executive Director in the preparation of the annual budget and requests approval for major expenditures as necessary.

Maintains an inventory of maintenance supplies, spare parts, lubricants, and all other materials and/or parts necessary to successfully perform maintenance activities. Recommends and coordinates the purchase of major equipment and materials. Prepares bid specifications.

Organizes and directs activities of maintenance personnel including snow and ice removal and training programs.

Determines remedial action in emergencies or other critical activities.

### **ANNUAL SALARY RANGE**

**\$98,631.00 to \$107,033.00**

(Starting pay rate commensurate with qualifications and experience)

**To obtain the application information and submittal requirements package for this position, contact Anita Runne' at 978-744-4550 ext. 158 or by email at [arunne@sesd.com](mailto:arunne@sesd.com). The District has a comprehensive and competitive benefits package. EOE**