

Salem and Beverly Water Supply Board

Job Posting

Supervisor of Maintenance

The Board anticipates that there will be an opening for the position of Supervisor of Maintenance.

TO BE CONSIDERED FOR THE POSITION: the candidate must submit an application package addressed to Jeannine Nash, Administrative Assistant, containing the following documents:

Item A – A signed original cover letter addressed to Alan Taubert, Executive Director. The letter must contain the following items:

- **An explanation describing how the applicant’s education, background, experience, and qualifications meet the requirements of the job description for the position.**
- **A statement describing the applicant’s intention to perform the responsibilities of the position.**
- **The letter may contain any other remarks the applicant deems important.**

Item B – An up-to-date resume with copies of supporting qualifications and experience documentation such as diplomas, degrees, certificates, and licenses.

Item C – A completed Salem and Beverly Water Supply Board job application (existing employees do not need to submit this item).

Pay Range Rate Schedule

<u>Weekly Rate</u>	<u>Annual Amount</u>
\$1,840.09 - \$2,091.01	\$95,684.73 - \$108,732.65

Each application package will be reviewed for completeness and attention to detail (submittal of completed Items A, B and C if applicable) and for content and attention to detail.

Submittal Deadline and Location

Deliver one complete and unbound application package to the Administrative Assistant. Applications will continue to be accepted until the position is filled.

The Administrative Assistant will log in the date and time all application packages are received. The Board reserves the right to reject application packages that do not meet the minimum requirements of the position and that do not satisfy all the procedural and submission requirements.

Attachment: Supervisor of Maintenance job description and SBWSB job application.

SUPERVISOR OF MAINTENANCE

GENERAL STATEMENT OF DUTIES

Assists the Deputy Director in managing and directing the maintenance of all facilities including the treatment plant and equipment, pumping stations, transmission pipelines and easements, buildings, fleet, property and easements, waterways/canals, water storage reservoirs, and any other related facilities and assets. Highly skilled administrative, technical, and physical work in maintaining, repairing, and rebuilding mechanical, hydraulic, and pneumatic systems, piping, HVAC, electrical, all fleet equipment, and other utility work needed to maintain proper performance, safety, and operations of a water utility. This position reports to the Deputy Director and Executive Director.

QUALIFICATIONS

Education and Experience

Associates Degree in business or science and at least five (5) years of experience in the maintenance of a comparably sized water treatment, industrial or manufacturing facility, including at least two (2) years of supervisory experience or an equivalent combination of education and experience. A Bachelor's Degree in business or other maintenance related field of study is highly desirable.

Licenses and Certifications

- Massachusetts Driver's License – Class D (Required)
- Massachusetts 1B/2A/3A Hoisting License – (Required or ability to attain within one year)
- Massachusetts Operator of Drinking Water Supply Facilities – Treatment 3 or Higher License (Highly Desirable or ability to attain within three (3) years)
- OSHA 10 and 30 Hour General Industry – (Required or ability to attain within one (1) year)
- Massachusetts Electrician and or Plumber Gasfitter Licenses – (Highly Desirable)
- Maintenance Reliability Certification – (Highly Desirable)
- Welding Certification in Arc, TIG/MIG, Stick and Wire Feed – (Highly Desirable)
- Massachusetts Commercial Drivers License with Air Brake Endorsement – (Highly Desirable)

KNOWLEDGE, ABILITY AND SKILLS

Knowledge

Thorough knowledge of the principles and practices of equipment, facility, fleet, property management maintenance and the building trades. Thorough knowledge of the operation and

maintenance of buildings, property, machinery, equipment, piping systems, HVAC, electrical systems, instrumentation, and controls relative to water or industrial facilities. Working knowledge of how these systems and equipment are properly maintained and repaired. Working knowledge of computerized systems and programs related to water treatment or industrial facilities operation and maintenance. Working knowledge of computerized maintenance management systems (CMMS). Knowledge of precision maintenance and reliability best practices techniques such as laser alignment, ultrasonic lubrication and lubrication practices, vibration analysis and thermography. Working knowledge of OSHA, occupational hazards and safety precautions pertaining to water treatment or industrial facilities. Knowledge of managerial, administrative, and accounting practices involved with successful industrial facilities maintenance management.

Ability

Ability to perform highly responsible management and use considerable independent judgment in properly maintaining the water treatment facility, water storage and transmission systems, buildings, grounds, fleet, and related assets. Ability to supervise employees and perform the proper maintenance and repair of plant equipment, buildings, structures, fleet, property, and related assets. Ability to lead, plan, organize, coordinate and direct assigned maintenance work activities and projects. Ability to remain calm and confidently perform during emergencies. Ability to react promptly and efficiently in emergencies. Ability to lead, train, instruct, mentor, develop and discipline employees. Ability to resolve conflicts with other staff, vendors, the general public, and outside contractors. Ability to prepare maintenance reports and maintain accurate records. Ability to use and manage CMMS work order systems. Ability to interpret an extensive variety of technical instructions and details in books, manuals, plans, drawings, pictures, charts, and graphs. Ability to use all types of tools and operate motorized equipment and machinery including cranes and hoists. Ability to use welding, cutting and grinding equipment.

Skill

Excellent leadership and communication skills, including reading, writing, and speaking English. Must be proficient in computer usage and interface skills with Microsoft Products, databases, machine operating controls, and current technology precision maintenance tools.

PHYSICAL REQUIREMENTS

Constant moderate to strenuous physical effort generally required to perform work. Frequent bending, walking, climbing, reaching, and standing. Frequently required to move (push, pull, lift or carry) objects weighing up to sixty (60) pounds. Sometimes works in confined areas for extended periods of time. Frequently required to operate hand, power, and various tools requiring manual dexterity. Excellent eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within or correctable to normal ranges.

JOB ENVIRONMENT

Work is performed both inside and outside under varying weather conditions with potential exposure to loud noises, heights, confined spaces, toxic or corrosive chemicals, fumes, or airborne

particles, near moving parts, and with risk of electrical shock. Employee is required to work varying hours during emergencies, weather events and/or process control situations as required.

Supervises up to ten (10) employees as assigned.

Often works without day-to-day supervision and performs duties proactively, safely, effectively, on-time and within budget.

Has some contact with other Board staff, the general public, vendors, consultants, and employees of the local Cities and Towns.

Errors in judgment could cause injury to self or other employees, damage to equipment, monetary loss, loss of service, and legal ramifications to the Board.

Adheres to the Board's safety rules, regulations, policies, and procedures.

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.

- Assists the Deputy Director with the planning, procurement, administration and supervision of all preventive and corrective maintenance, repairs and improvements to the water treatment, laboratory, and administrative facilities, equipment, pump stations, piping systems, buildings, fleet, property, and other related facilities and assets.
- Develops work schedules and sets work priorities. Plans, schedules, coordinates, and directs maintenance work on a wide variety of specialized mechanical and electrical equipment and systems, control systems, building systems, buried and above ground structures and piping, roadways, property, fleet, watershed, water storage, and transmission systems.
- Leads, supervises, manages, and monitors the day-to-day activities of the maintenance employees to ensure compliance with all work plans, procedures, safety protocols, work rules, and all related Board policies and procedures.
- Assigns work to employees and teams of personnel together, if necessary, and coordinates work activities as needed to safely and efficiently accomplish the work assigned.
- Inspects all facilities frequently to ensure that the work is being performed as directed and proper maintenance methods, safety procedures and other policies and programs are being adhered to.
- Identifies maintenance issues requiring attention. Assists in the establishment and execution of long-range preventive maintenance and capital improvement programs.

- Assists in the development, implementation, and maintenance of the preventive maintenance program. Prepares and distributes work orders, monitors progress and completion of work orders. Oversees and maintains the CMMS and other maintenance related precision maintenance programs and software. Responsible for documentation and organization of all maintenance records.
- Supervises and assists with the installation and testing of all new, rebuilt, or repaired equipment and verifies that all installations are properly commissioned.
- Coordinates and inspects contracted maintenance work to ensure the work is satisfactorily performed in accordance with the contract, purchase order, instructions, or agreement.
- Oversees inventory of maintenance equipment, fleet, tools, supplies, spare parts, lubricants, and all other materials and/or parts necessary to quickly, efficiently, and successfully perform all maintenance activities. Oversees, recommends, coordinates, and assists with the purchase of maintenance inventory.
- Organizes, directs, and performs snow and ice management and related activities.
- Organizes, directs, coordinates, and provides employee training.
- Responsible for the overall cleanliness and organization of the maintenance shop, office, storage rooms, locker rooms, laundry area, flammable storage, related garage bays, and paved parking areas, within the plant property site, reservoirs, and watershed related property.
- Assists in determining and carrying out remedial action in emergencies or other critical activities as required.
- Operates fleet, tools, and equipment.
- Manages and executes other projects as assigned by the Deputy Director or Executive Director.
- Performs electrical, plumbing and gas fitting work and operates the water filtration plant and fleet if licensed or otherwise qualified to do so.
- Member of the Board's Safety Committee.
- Attends and participates in meetings as assigned.
- Operates the treatment plant and fleet, subject to holding the proper licenses, experience and qualifications.
- Performs other duties as assigned.

Occupational Category Code: M1