

Maintenance Manager Job Description

Title: Maintenance Manager

Date: March 29, 2019

Job Analyst: General Manager

FLSA Status: Exempt

Department: Maintenance

Pay Range: Pay Band II

Reports to: Operations Manager

Direct Reports: Assistant Maintenance Manager Electrician(s) Crew Chiefs

Resident Project Representatives Equipment Operators

Mechanic(s) Crew Members Planner(s) Utility Coordinator

Access to Sensitive Confidential Information? Yes

Does this Position Include Access to, or Handling of WCSA Funds? Yes

Background Check Required? Criminal, Physical and DMV

Job Summary:

The Maintenance Manager directs the work of the Maintenance Department to ensure that WCSA will deliver a **safe, dependable** supply of drinking water to its customers (both current and future) in an effective manner and as pertains to our sewer system, **protecting** the environment while at the same time promoting a **safe** team environment. Such a position requires coordination with all functions of the Authority. The Maintenance Manager is **knowledgeable of, complies with, audits and enforces** all **safety** rules and regulations to promote a **safe** and healthy work environment. The Maintenance Manager must provide **leadership, integrity**, character and **demonstrate dedication to the effectiveness of the Maintenance Department.**

Duties and Responsibilities:

Dimension	Task
Safety	<p data-bbox="586 317 1357 394">Insures all direct report employees receive adequate safety training</p> <p data-bbox="586 443 1305 520">Insure all direct report employees receive and maintain safety certifications</p> <p data-bbox="586 569 1313 604">Audit work to insure adherence to good safety practices</p> <p data-bbox="586 653 1143 688">Discipline accordingly for safety infractions</p>
Direct Report Employees	<p data-bbox="586 695 1373 772">Insure all direct report employees are adequately trained for the tasks they are assigned.</p> <p data-bbox="586 821 1328 940">Develop individual 5 year plan for each direct report and communicate this plan to each employee with at least an annual review with each employee.</p> <p data-bbox="586 989 1292 1066">Determine annual evaluations and conduct with direct reports, involving direct supervisor when appropriate.</p> <p data-bbox="586 1115 1179 1150">Approve payroll – straight time and over time</p> <p data-bbox="586 1199 1365 1276">Approve requests for time off, insuring that the department maintains adequate coverage</p> <p data-bbox="586 1325 1349 1360">Apply WCSA’s Personnel Policy, if in question, stop and ask</p> <p data-bbox="586 1409 1328 1570">Timely (immediate) discipline accordingly for poor job performance or behavior according to WCSA policy and insures that all direct reports participate in reporting and cooperating in a timely manner.</p>
Work - Tasks	<p data-bbox="586 1587 1370 1665">Investigates, prioritizes and assigns employees & equipment to complete assigned tasks</p> <p data-bbox="586 1713 1362 1791">Communicates task schedules and issues to affected parties such as customer service or management</p> <p data-bbox="586 1839 1373 1875">Confirms that all work meets applicable codes and standards</p>

	<p>such as OSHA, NEC & WCSA standards.</p> <p>Audits assigned tasks for Safety, Quality and Schedule</p>
Department	<p>Prepare Monthly report on mutually agreed to metrics</p> <p>Generate 5 year capital plan</p> <p>Generate annual budget and monitor actual against budget, highlighting significant variances, monthly.</p> <p>Apply and follow WCSA Procurement Policy</p> <p>Insure facilities are clean, orderly and sanitary</p>
Assets	<p>Develop Asset Management Plan which includes:</p> <p>List of Assets, including type, location, criticality and condition</p> <p>Apply Work Order System for Preventive Maintenance</p> <p>Apply Work Order System for Predictive Maintenance</p> <p>Understand results from PM's and PdM's to schedule repairs or replacement</p> <p>Apply WCSA Fire Hydrant Policy for Inspections, Condition and Testing</p> <p>Apply WCSA's Plans and Specifications for water and waste water projects</p>
Support	<p>Support Administration, Customer Service, Engineering, Distribution, Metering, Water and Waste Water Production as needed</p>

General:

- Able to establish and maintain effective working relationships with co-workers, officials, consultants, contractors, developers and the general public.
- All press conferences, statements, releases, interviews, or any other official communications bearing WCSA's name, logo, seal or data shall not be made or granted by an employee pertaining to the business of WCSA without the prior knowledge and approval of the General Manager. The General Manager is the media contact for WCSA.
- Other duties as assigned.

Required Experience and Education

- 5 years' satisfactory utility maintenance or construction experience (E).
- 5 years' satisfactory managerial experience (E).
- High school Diploma or equivalent (GED) (C).
 - Satisfactory experience can be substituted for education, at the discretion of the General Manager.
- A valid driver's license.

Job Complexity:

- Knowledge, interpretation and application of established standard operating procedures and application of more complex policies, procedures and/or regulations. Decision making and proper judgment is required. Certification or responsibility for documents is required (E).

Safety of Self and Others:

- Position routinely works in an environment where hazards are considerable and considerable care of the safety of others is required. If an accident were to occur, significant loss is possible.

Physical Demands:

- Sitting
- Walking
- Standing
- Bending neck
- Twisting neck
- Bending waist (forwards or sideways)
- Twisting waist
- Squatting (crouch or sit on one's heels)
- Climbing (ladder, in/out of ditch, in/out of equipment)
- Kneeling
- Crawling
- Repetitive right hand movement
- Repetitive left hand movement
- Repetitive both hand movement
- Simple grasping right hand
- Simple grasping left hand
- Simple grasping both hands
- Power grasping left hand
- Power grasping right hand
- Power grasping both hands
- Pushing/pulling right hand
- Pushing/pulling left hand
- Pushing/pulling both hands
- Fine manipulation right hand
- Fine manipulation left hand
- Fine manipulation both hands
- Reach above the shoulder
- Reach below the shoulder
- Lift or carry items weighing up to 10 lbs.
- Lift or carry items weighing up to 11 - 25 lbs.
- Lift or carry items weighing up to 26 - 50 lbs.
- Lift or carry items weighing up to 51 - 75 lbs.
- Lift or carry items weighing up to 76 - 100 lbs.
- Lift or carry items weighing over 100 lbs.
- Driving
- Repetitive right foot movement
- Repetitive left foot movement
- Repetitive both feet movement

Environmental Demands:

- ~~None (not substantially exposed to adverse environmental conditions)~~
- Extreme cold (below 32 F)
- Extreme hot (above 100 F)
- Noise (need to shout in order to be heard)
- ~~Vibration (exposure to oscillating movements of extremities or whole body)~~
- Exposure to dust/gas/fumes/chemicals
- ~~Work outdoors (no effective protection from weather)~~
- Walking on uneven ground (gravel, rocks, mounds)
- Working around moving machinery (backhoe, excavator, fork-lift, tractor)
- Personal Protective Equipment required (respirator, mask, earplugs, gloves, eyewear, safety shoes)
- Potential exposure to infectious disease

Mental Demand:

- Highly diversified and complex job requiring exceptional concentration and exacting mental effort and alertness (D).

Latitude:

- Work independently on broad / general assignments with responsibility of all aspects of the work. Reports progress to supervision at determined intervals. Once approved by management, may involve routine presentation to the Authority Board of Commissioners (F).

Accuracy:

- Probable errors may affect broader aspects of organizational relations or public relations and have far-reaching effects on organizational prestige. Results of errors usually of major importance, although may be mitigated in some instances by immediate action of management (F).

Certifications and Licenses:

- ~~Notary Public~~
- Erosion and Sediment Control Certification
- Virginia Department of Transportation, Flagging Certification
- Virginia Department of Transportation, Traffic Control
- Commercial Driver's License
- Asbestos Abatement
- WCSA Equipment Operator
- OSHA General
- OSHA 10
- Water Operator Class 5
- ~~Water Operator Class 4~~
- ~~Water Operator Class 3~~
- ~~Water Operator Class 2~~
- ~~Water Operator Class 1~~
- Wastewater Operator Class 5
- ~~Wastewater Operator Class 4~~
- ~~Wastewater Operator Class 3~~
- ~~Wastewater Operator Class 2~~
- ~~Wastewater Operator Class 1~~

Policies, Regulations, Acts and Law**Administer the:**

- WCSA Personnel Policies and Procedures Manual
- WCSA Construction Standards
- WCSA Sewer Use Rules and Regulations
- Washington County Code, Chapter 63 - Utilities
- WCSA Procurement Guidelines
- WCSA By-Laws
- Virginia Waterworks Regulations
- Virginia Sewer Collection and Treatment Regulations
- General Laws governing all Virginians
- Virginia Water and Waste Authorities Act
- Virginia Conflicts of Interest Act
- Virginia Public Procurement Act
- Library of Virginia – Records Retention/Disposal

Comply with:

- WCSA Personnel Policies and Procedures Manual
- WCSA Construction Standards
- WCSA Sewer Use Rules and Regulations
- Washington County Code, Chapter 63 - Utilities
- WCSA Procurement Guidelines
- WCSA By-Laws
- Virginia Waterworks Regulations
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Hours

Work is both indoors and outdoors in all kinds of weather. Current regular work hours are 7:00 AM to 3:30 PM, Monday through Friday, but work hours may be changed from time-to-time. Moreover, due to the nature of operating water and wastewater systems, afterhours work may be necessary from time-to-time, and therefore the position is expected to be available after the end of the shift when required. Having personnel available to address emergencies is also important and therefore being available for and responding to emergencies is a requirement of the position. A flexible schedule is also available subject to the terms and conditions agreed to by the supervisor.

Employee Approval:

By signing below, I accept and approve this job description.

Name:

Supervisor Approval

By signing below, I accept and approve this job description.

Name: