

Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 12/20/2023

WASTEWATER TREATMENT PLANT MAINTENANCE FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for planning, assigning, supervising, and participating in the work of crews of subordinate employees engaged in wastewater treatment plant mechanical maintenance and repair work inclusive of process piping and related appurtenance. Employees in this class schedule and assign staff, plan, and lay out work, provide instructions, track maintenance crews' activities using a computer maintenance management system, and inspect work. Direct supervision is exercised over subordinate employees. Employees of this class report to the Wastewater Treatment Plant Maintenance Superintendent, or designee. The nature of the work may require employees in the class to operate motor vehicles and power-driven equipment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and plans the work for subordinate maintenance crews;
Repairs, maintains, and installs wastewater treatment plant mechanical equipment, process piping, and related appurtenances by using a variety of tools and equipment;
Determines material and labor requirements and may requisition needed materials and supplies;
Prepares, as needed, diagrams or technical directions concerning work to be performed;
Assigns staff to projects and provides instructions or plans and interprets same when needed;
Inspects work in progress and upon completion to ensure quality and efficiency of work;
Fulfills reporting requirements relating to schedules, project status, assigned staff, and materials used to use a computerized maintenance management program;
Provides on the job training to subordinate employees;
May evaluate work performance of subordinate employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of safety practices, methods, materials, tools, and equipment used in installation, maintenance, and repair activities in wastewater treatment plant and related processing equipment maintenance; Good knowledge of practices, techniques, and mechanical theory associated with wastewater treatment plant mechanical maintenance; Good knowledge of use and repair of pneumatic equipment; Skill in the use of a variety of hand and powered tools and mechanized equipment; Ability to supervise others in a manner conducive to full performance and high morale; Ability to plan and lay out mechanical maintenance work; Ability to read and interpret plans, diagrams, and specifications; Ability to respond to after-hours emergency repairs at the various department facilities; Ability to instruct subordinate maintenance personnel using demonstration and lecture methods; Ability to determine labor and material requirements for maintenance and repair or replacement of mechanical equipment including submittal of budget items with justifications as required; Ability to communicate effectively both orally and in writing; Ability to perform moderate to heavy labor; Ability to use personal computer with an alpha-numeric keyboard.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of work experience as a facility mechanic in an industrial or municipal setting or equivalent, with a focus on plumbing, steam fitting, and/or water or wastewater equipment maintenance which must have included laying out of work and diagnosis of malfunctions.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTES:

1. Graduation with an Associate degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, or its equivalent in technical or apprentice training, in mechanical technology or engineering or technical curriculum which relates to mechanical system maintenance, may substitute for a maximum of two (2) years of work experience.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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