



San Antonio River Authority Job Description

Assistant Maintenance Superintendent

DEPARTMENT: Utilities

LABOR GRADE: 120

EXEMPT(Y/N): Yes

POSITION CODE: 112221000

REPORTS TO: Maintenance Superintendent

MEETING PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

Responsible for assisting the Utilities Manager in directing and supervising the operation of equipment and assigned personnel. Specifically, the Assistant Maintenance Superintendent will supervise and direct all activities pertaining to construction, maintenance and/or repairs on equipment and Wastewater Treatment Plants (WWTP) to include responding to and correcting system outages and/or failures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Supervises and delegates work assignments to the Plant Maintenance, Field Maintenance, and Shop Maintenance Crewleaders.
- Supervises the preventative maintenance program for the department and delegates the repair of all equipment, tractors, power tools, mowers, line cleaners, heavy equipment, and vehicles.
- Responsible for non-routine maintenance checks on equipment and for the careful and proper use of equipment and materials assigned.
- Collaborates with the Master Electrician on the integration of mechanicals with electrical systems.
- Supervises the landscape management, plowing, planting, shredding, baling, and all other related practices used for managing treatment facilities and outfall easements.
- Responsible for researching, pricing, purchasing, maintaining, and monitoring inventory assets for the department.

- Provides input for the department's annual budget.
- Responsible for training departmental personnel in safety procedures, practices, and reporting.
- Responsible for preparing material records and maintenance and operational reports.
- All other duties as assigned.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

SUPERVISORY REQUIREMENT:

This position assists the Utilities Manager in supervising Maintenance Crewleaders.

EDUCATION and/or EXPERIENCE:

A High School Diploma or G.E.D. with ten (10) years' progressively responsible experience in the operation and maintenance of wastewater treatment plants and the operation and maintenance of construction and maintenance equipment; must hold a valid Class "B" Wastewater Operator License; or be able to obtain one within the specified TCEQ timeframe; or a combination of experience and education that results in the required knowledge, skills, and abilities is required.

SPECIAL QUALIFICATIONS:

Knowledge of the principles and practices of EPA and TCEQ requirements that apply to wastewater treatment discharge permits, sampling, wastewater analysis, sludge regulations, reuse water regulations, storm water regulations, and industrial waste pretreatment systems; the ability to pass a national agency check within six (6) months of employment for access to job related work on federal installations; knowledge of the principles and practices of electrical systems in equipment; mechanically inclined and able to perform repairs on equipment; skilled in the use of all types of hand tools needed to repair equipment; skilled in carpentry, plumbing, electrical, and structural repairs; manual dexterity to operate maintenance equipment is required; the ability to cut, weld, and make modifications to equipment; the ability to swim; and computer proficiency in the current Microsoft Office package is required.

Must have and maintain a valid Class "A" Commercial Driver's License and an insurable driving record.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies, and procedures is essential. Excellent communication skills (both oral and written) are required to effectively present information in a one-on-one, small or large group setting. Strong interpersonal skills are essential to maintain effective working relationships with elected officials, agency representatives, civic groups, employees, and members of the general public. Must have experience in successfully directing, coordinating, and supervising the accomplishment of tasks by others. The ability to work effectively and efficiently, under sometimes stressful conditions, to ensure deadlines are met is essential.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Regularly and safely lifts, carries, and handles supplies and equipment weighing at least 60 pounds. Occasionally lifts and carries up to 70 pounds approximately 15 feet. Work requires the ability to traverse uneven terrain, and intermittently walk, stand, climb, balance, bend, crouch and reach while performing work duties.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Works outdoors the majority of the time, sometimes in adverse weather, and is exposed to such typical hazards of outdoor work as poison ivy, wasps, snakes, and other natural, mechanical, and chemical hazards. Work also will have exposure to raw sewage and solids. Work requires the ability to traverse uneven terrain, and intermittently walk, stand, climb, balance, bend, crouch and reach while performing work duties. Occasionally work is performed in a well-lit and adequately heated and ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards.

The stress level for this position is moderate and the workload often requires this position to work non-traditional hours. Must be able to perform in a small but highly professional team oriented environment.

Must be able to function in a principle based organization that has a culture built on character and SARA Core Values of Stewardship, Integrity, and Excellence.

Approved

Date

