

## UTILITY MAINTENANCE MANAGER

POSITION SUMMARY: The utility maintenance manager provides general oversight and direction to the maintenance staff in the utility maintenance division of the public works department located at the Donald K. Shine Water Treatment Plant and the Clean Water Plant. This position oversees a variety of responsibilities including assigning, directing, completing and monitoring projects, and ensuring work is completed in accordance with laws, ordinances, policies, and procedures. This is a technical, professional position and is responsible for coordinating the delivery of high quality maintenance services for the utility division in the interest of public health, environmental safety, and regulatory compliance.

SUPERVISION RECEIVED: Work is performed under the direction of the director of public works, deputy director of public works, and the utility plant superintendents.

SUPERVISION EXERCISED: Supervision is exercised over subordinate departmental positions.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Oversees maintenance operations and maintenance management programs to support critical mechanical, electrical, and informational/communication functions of the two utility plants.
2. Works cooperatively with the director and deputy director, departmental staff, and others to establish priorities, develop strategic plans and department goals, coordinate activities, and implement projects.
3. Develops and recommends policies and guidelines related to the utility maintenance division.
4. Ensures that appropriate labor relations and conditions of employment are maintained.
5. Develops, administers, and monitors budgets for the Donald K. Shine Water Treatment Plant and the Clean Water Plant.
6. Ensures that department activities are completed in accordance with established budgetary and purchasing policies and procedures.
7. Monitors vendor performance to ensure compliance with City contracts as assigned.
8. Maintains current knowledge of building and other codes related to the electrical, mechanical, occupancy, and health-related facets of the modern industrial workplace.
9. Identifies employee development and training needs and ensures that training is obtained in a timely manner and department staff hold required certifications and licenses.
10. Works professionally with regulatory officials, City officials, customers, wholesale customers, community representatives, and the public.

11. Responds to and resolves maintenance concerns and complaints from utility staff, businesses, vendors, contractors, wholesale customers, community representatives, and other City personnel for delivery of water or wastewater services. May include follow up on corrective actions and ensuring that replies are provided.
12. Keeps records of maintenance work, environmental compliance, and health & safety compliance and response.
13. Completes research and prepares and presents clear and concise correspondence, records, and reports.
14. Stays abreast of new technology and developments in the field of water treatment through continued education, trainings, conferences, and professional growth opportunities.
15. Promotes safe work practices.
16. Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in industrial maintenance management or closely related field. Extensive experience in the industrial maintenance including mechanical, electrical, and informational areas of expertise. An equivalent combination of education, training, experience and vocational licensure may substitute for the degree requirement.
- B. Possess and maintain State of Michigan Electrical Contractor license.
- C. An employee who is appointed to this position must maintain the licenses and certifications required for this classification. Licensure and/or certification in either drinking water treatment or wastewater treatment maintenance operations is considered highly desirable.
- D. Recent and extensive work experience in an industrial maintenance environment.
- E. Recent supervisory and management experience.
- F. Proven ability to work effectively within deadlines, under stress, and with changing work priorities.
- G. Thorough knowledge of the modern principles and practices of industrial maintenance.
- H. Thorough knowledge of drinking water and wastewater treatment techniques and operations.
- I. Thorough knowledge of drinking water distribution systems and wastewater collection systems.
- J. Demonstrated ability in applying strategic planning to set and prioritize goals and objectives.

- K. Demonstrated ability to prepare and administer complex budgets.
- L. Demonstrated proficiency in the use of information technology, including software applications related to areas of responsibility, and the ability to quickly learn other technology as necessary.
- M. Demonstrated ability in assembling and presenting accurate records and reports.
- N. Ability to communicate and present effectively both in verbal and written format for varied audiences.
- O. Ability to effectively and cooperatively work with staff, service vendors, contractors, consultants, other governmental agencies, and the public using tact, good judgment, and resourcefulness.
- P. Possession of a valid, unrestricted Michigan motor vehicle operator's license.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is frequently required to stand or sit; use hands to finger, handle, or feel; and to reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in a business office setting and occasionally in the maintenance shop, plant setting, or field. The noise level in the work environment ranges from quiet in the office to noisy in the shop, plant, or field. While working in the plant, shop, or field, circumstances may occur that may be strenuous and may involve working with bio-hazardous and/or hazardous materials or systems and require the donning of appropriate protective gear. The employee may be exposed to uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

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