

CLASS SPECIFICATION FOR
Water/Wastewater Facility Maintenance Superintendent

GENERAL STATEMENT OF DUTIES: Directs the activities of the Maintenance Section at the Henrico County Water or Wastewater Facility of the Department of Public Utilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Maintenance Superintendent is responsible for the continuous maintenance management and upkeep of the water or wastewater equipment for all shifts at the water or wastewater facility, for quality control, and for productivity of mechanic personnel. Work is performed under the general supervision of the Facility Engineer. Supervision is exercised over the work of paraprofessional, technical and clerical employees.

EXAMPLES OF WORK (illustrative only):

- Is responsible for the preventive maintenance program for the water/wastewater facility, its objectives, implementation, evaluation, and updating;
- Assists the Facility Engineer in the preparation and updating of standard operating procedures;
- Prepares the section's annual budget;
- Identifies parts and material needs for inventory control;
- Projects replacement requirements;
- Prepares monthly and weekly listings of priority items for major repair and replacement work;
- Performs troubleshooting and analyzes mechanical and equipment;
- Defines training needs and works cooperatively with the County Human Resources Department's Employee Development and Training Division to develop and implement appropriate training programs for the section;
- Makes work assignments for repair and/or replacement projects;
- Inspects work in progress and reviews completed work;
- Participates in matters relating to maintenance personnel, which function includes interviewing applicants, making hiring recommendations, evaluating employee performance, disciplining employees and participating in the resolution of employee grievances;
- Prepares, as needed, detailed written reports on major repair and/or replacement work;
- Is responsible for the safety training of section personnel;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of and an in-depth exposure to a broad range of maintenance work, including mechanical, electrical, instrumentation, buildings and grounds, and HVAC as related to water/wastewater treatment equipment; ability to plan, lay out and direct the work of subordinate personnel; ability to analyze and troubleshoot mechanical and electrical problems; ability to establish and maintain effective working relationships with employees; ability to express self clearly and concisely, orally and in writing; considerable knowledge of the occupational hazards of and safety precautions for the electrical and mechanical trades; good professional judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree, preferably in mechanical, electrical, or industrial engineering, and two (2) years of experience in the maintenance of water or wastewater treatment equipment; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: The successful candidate will have no felony convictions, including any convictions related to weapons or violence issues, in accordance with State Code.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.