

# County of Henrico Job Classification

## Water/Wastewater Plant Mechanic Supervisor



### General Summary of Classification:

Supervises and coordinates the work of Water-Wastewater Plant Mechanics (I–III) engaged in inspection, preventive maintenance, troubleshooting, and repair of mechanical, hydraulic, pneumatic, and plumbing systems in County water treatment and wastewater reclamation facilities; ensures safe, efficient, and continuous operation of plant equipment; provides technical guidance, training, and oversight; performs other duties as assigned.

### Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Plans, schedules, and assigns work for mechanics performing inspections, preventive maintenance, and repairs on water and wastewater processing equipment.
- Oversees troubleshooting and complex repairs on mechanical, hydraulic, pneumatic, and plumbing systems; provides technical guidance and approves corrective actions.
- Monitors and evaluates work in progress and completed tasks for quality, safety, and compliance with standards.
- Coordinates preventive maintenance programs and ensures adherence to established schedules and procedures.
- Identifies parts, materials, and tools needed for maintenance and repair; ensures proper inventory control and timely procurement.
- Provides training, coaching, and mentoring to mechanics; ensures staff competency in safety protocols and technical procedures.
- Participates in personnel management activities, including interviewing, hiring recommendations, performance evaluations, and disciplinary actions.
- Prepares and maintains accurate records, reports, and documentation related to maintenance activities and equipment status.
- Ensures compliance with safety standards and environmental regulations; conducts safety meetings and enforces PPE requirements.
- Responds to emergency situations and participates in on-call rotation as needed.
- Performs other duties as assigned.

### Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Comprehensive knowledge of water and wastewater plant operations, processes, and equipment; ability to diagnose and resolve complex mechanical issues; knowledge of occupational hazards and safety precautions; ability to supervise and evaluate technical staff effectively.
- **Technical:** Proficiency in reading and interpreting technical schematics and drawings; ability to use diagnostic tools and specialized equipment; familiarity with CMMS systems for data entry and reporting.

- **Interpersonal, Communication and Customer Service:** Ability to communicate clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships; ability to train and mentor staff and foster teamwork.
- **Decision-making and Authority:** Exercises sound judgment in planning and executing maintenance activities; makes decisions independently within established guidelines; ensures compliance with operational and safety standards.
- **Leadership:** Supervisory; directs and evaluates mechanics; provides training and technical guidance; promotes accountability and continuous improvement.
- **Environment:** Works indoors and outdoors in water and wastewater facilities; exposed to varying temperatures, weather conditions, heights, depths, and confined spaces; requires adherence to safety protocols.
- **Physical:** Visual and hearing acuity sufficient to inspect equipment and monitor operations; physical ability for lifting, bending, climbing, and working in confined spaces and elevated areas.

### **Minimum Education and Experience:**

- **Education:** Graduation from high school or GED; vocational or trade school training or apprenticeship preferred.
- **Experience:** Six (6) years of relevant work experience, including two (2) years in a lead or supervisory role.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

### **Other Requirements (License, Certifications, Training, etc.):**

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety-sensitive positions.
- Successful completion of all required NIMS courses.
- Possession of a valid driver's license with a safe driving record.
- May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services; positions requiring SCBA use must meet fitness standards (no facial hair or contact lenses; glasses permitted).

Job Code: G.G.K.0053

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.