

**Assistant Maintenance Manager
June 2022**

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job classification. Job descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

The position of Assistant Maintenance Manager is a working position that includes field functions, assisting the Maintenance Manager with coordinating the purchasing, scheduling, annual contracts, bids, and implementation of a maintenance program consistent with equipment O&M manuals and SBRSA operating standards. Works with and takes direction from the Maintenance Manager, Plant Manager, and the Assistant Plant Manager.

This position requires a Backflow Preventer certification or must obtain the certification within one (1) year of employment.

Monday through Friday 8 AM to 4 PM – on-call 24/7.

Salary depends on experience and skills

Salary range \$78,000 to \$85,000

SKILLS

Must have the ability to use common hand tools.

Must have the ability to use an electrical multimeter and amprobe.

Must have the ability to use measuring calipers, micrometers, and tape measures.

Must have the ability to operate and maintain emergency generators, and automatic transfer switches.

Must have the ability to operate and maintain substation main breakers, air breakers, and motor control centers.

Must have the ability to use a computer and Microsoft Office (word, excel).

Must have the ability to read and understand written communications.

Must have the ability to work independently in the absence of supervision.

Must have the ability to understand oral communications.

Must have the ability to read schematics and designs.

Must have the ability to perform advanced mathematical calculations at a level normally acquired through completing a high school education or equivalent. Training and education through an environmental training program are preferred.

The position requires following established safety guidelines while performing required tasks.

Work requires the ability to recognize situations that may present hazardous or unsafe conditions and respond in a manner consistent with established safety guidelines and training.

Work requires interpersonal skills to communicate with Board Members, outside contractors, and co-workers effectively, tactfully, and respectfully.

Work requires advanced analytical skills and strong attention to detail to interpret data.

Work requires working efficiently and reacting quickly to changes in the treatment process conditions, emergencies, and operational problems.

EXPERIENCE REQUIRED

Minimum of 10 years of maintenance and mechanical knowledge and experience.

SCHOOLING REQUIRED

High School Diploma or General Education Diploma (GED).

PHYSICAL REQUIREMENTS

Work is physically demanding with recurring visits to all areas of the treatment system. There is considerable walking, standing, bending, stooping, and climbing ladders and stairs while carrying up to 35 pounds daily.

WORKING CONDITIONS

Wastewater Treatment Plant environment; exposure to heat, cold, noise, dust, grease, smoke, fumes, gases, electrical and radiant energy, explosives, and toxic materials; work in confined spaces. Exposure to hazards, including chemicals in process areas and confined spaces throughout the facility.

Essential Functions

- Operate and maintain plant equipment according to applicable rules and State and Federal regulations.
- Inspect and record facility operations by visual inspections and routine monitoring of equipment and water quality monitoring devices. Record all necessary key performance indicators and document specific information necessary for a designated area of operation. Maintain accurate daily records and logs of observations and work performed
- Investigate various equipment failures, attempt to determine the cause, and take necessary action, including referring it to senior personnel.
- Knowledge and experience with maintaining Chemical feed systems, including controls, metering pumps, and piping.
- Knowledge and experience of indoor and outdoor building repairs and maintenance, including grounds maintenance and Roadway and Emergency Lighting systems.

- Ordering and maintaining inventory parts and process equipment.
- Responsible for ensuring all safety and Lock Out Tagout procedures are followed.
- Maintenance and repair of HVAC equipment, including boilers, air-conditioning systems, air handlers, hot water coils, and heat exchangers. Also, electric heating units are both explosion proof and industrial.
- Issue, supervise and coordinate equipment and process repairs with maintenance mechanics, including Work Orders and Preventative Maintenance.
- Maintaining Annual NJDEP Backflow Permits and testing, including repairs and annual calibration (certification required).
- Responsible for annual maintenance contract quotes, purchase requisitions, and bids.