



City of South Bend

Vacancy Announcement

Post Date: Friday, May 8, 2015

Closing Date: Until Filled

MAINTENANCE MANAGER

Category: Full Time

Department: Public Works / Environmental Services/ Wastewater

Reports To: Maintenance Director of Wastewater Treatment Plant

Schedule: Monday-Friday, eight hours between 7 AM-5PM. Hours may vary based on operational needs.

Pay Rate: \$46,000-\$56,000/yr. (Exempt)

Position: **SUMMARY**

Individual assists the Maintenance Director with supervising the maintenance staff and assists with capital asset projects, planning and implementation at the wastewater treatment plant and lift stations. This Person ensures that the equipment is being maintained so that the NPDES Permit, EPA and IDEM regulatory requirements and standards are consistently met for operating a wastewater treatment plant. This position entails a high degree of professionalism, independent judgment and the overall ability to work with union staff operations within the division. The Maintenance Manager is responsible to implement, oversee and maintain the City of South Bend's personnel procedures/policies. The Maintenance Manager must assist the Wastewater department as a management team player to be a leader in efficiency, accountability standards and continuous improvement concepts.

SUPERVISION EXERCISED

Will supervise maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Actively supports the City's and Division's mission statements.
- Assists with hiring, training, team building and evaluation of wastewater personnel.
- Recognizes good work performed by employees.
- Looks for and makes recommendations for improvement
- Follows the City's progressive discipline practices as necessary. Assumes administrative duties (vacation schedules, overtime assignments, record keeping and reporting) as necessary
- Maintains schedules and reviews jobs for completeness and correctness
- Confirms appropriate manpower for each planned job to assure appropriate skills composition of each assigned crew or individual to ensure effective work execution.

- Participates in weekly coordination meetings to ensure that each week's scheduled activities are mutually agreed upon and have the right priority
- Ensures that good housekeeping and safe work practices are followed
- Actively leads safety and information sharing meetings
- Identifies and provides training for staff
- Assists with SOP's development on how to best operate and maintain the treatment equipment
- Provides timely progress reporting to management on all performance data with regular updates on relevant issues.
- Actively uses asset management software for work order parts ordering and inventory
- Must perform all job functions with honesty and professionalism
- Must interact with coworkers fairly and with impartiality
- Perform annual pump down testing
- Must have excellent communication skills to be able to communicate with vendors and City of South Bend departments
- Must interact with coworkers with tact and diplomacy
- 24 hour on-call for emergencies
- Makes recommendations for continuous improvement of the processes and systems used in operations

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs other duties and assume other responsibilities as apparent or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree required in any combination in the fields of public administration, environmental sciences or sanitary engineering. Experience may be substituted with appropriate level of studies and demonstrated technical competence in progressively advanced experience in large utility management and operations.
- Minimum of 3 years of hands-on experience in environmental services and/or utility operations

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Strong interpersonal and problem-solving abilities
- Strong communication skills, both written and oral
- Strong computer and software skills (Excel Spreadsheets, Microsoft Word, Microsoft Project, Power Point)
- Knowledge of EPA and State of Indiana environmental water and wastewater regulations, including NPDES permitting, and CSO's
- Strong operations background with specific technical knowledge of wastewater systems.
- Strong analytical skills
- Team Player
- Self-reliant and able to lead change

- Ability to be self-motivated and works with very little direction and oversight
- Leadership skills
- Assist with training for the in-house maintenance training programs
- Operational knowledge of electrical, mechanical, principals for pumps, and related equipment
- Ability to read and understand operational manuals, technical materials, instructions and blueprints
- Must be physically capable of performing the position duties
- Must be able to plan and direct the work of others
- Must be able to document personnel records
- Must be able to read, and interpret O & M manuals
- Must be able to work around open and unprotected water
- Must have knowledge of operation, repair and maintenance of plant equipment

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License
- Must have or receive as soon as practicable, a Class II , Indiana Wastewater Operators certification

EQUIPMENT

Calculator, computer, Telephone, Fax Machine, Photocopier

Drive City Vehicle, use manhole confined space equipment, use gas and water testing equipment

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus. The employee is occasionally required to sit and climb or balance. Must be able to negotiate stairs. Must be able to work in and around confined spaces and open and unprotected water. Requires manipulations controlled by the arms and hand. Must use steel toed shoes and cold weather gear as needed.

WORK ENVIRONMENT

Work to include inside office environment and outside street work. Includes entering confined spaces and manholes, performing Plant and Lift Station inspections. Must wear steel toed shoes, cold weather gear and Arc Flash protection when required.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required