



City of Aurora

Job Description

JOB TITLE:	Wastewater Maintenance Supervisor
DEPARTMENT:	Public Service – Wastewater
REPORTS TO:	Wastewater Treatment Plant Facility Manager
STATUS:	Classified/Non-Exempt/Full-time/Non-Union
EFFECTIVE DATE:	April 24, 2024
WAGE:	\$32.20 to \$38.46 per hour (\$66,976 to \$80,000 per year)

GENERAL STATEMENT OF DUTIES:

Under the general guidance of the Wastewater Facilities Manager, this position oversees and proactively manages the maintenance of the city's two wastewater treatment plants and thirteen (13) sanitary pump stations. The Maintenance Supervisor serves as the head of the maintenance department; the lead for in-house maintenance projects; troubleshoots and develops plans of action for the repair of mechanical, electrical, and process operating systems to minimize loss of service; and serves as a first responder for problems that occur outside of scheduled operating hours.

PRIMARY RESPONSIBILITIES AND DUTIES:

Directly supervises and coordinates the Wastewater Department's activities in maintenance, operations or monitoring. Performs various skilled, technical, supervisory, and administrative duties in planning, operating, repairing, maintaining, and replacing the city's wastewater treatment systems.

- Plans, schedules and participates in the construction, maintenance, and operation activities designed to provide quality wastewater collection and treatment services for the city.
- Trains and supervises employees performing the duties of maintenance, monitoring, operations, standards, and local, state, and federal regulations.
- Administers employee evaluations with the Facilities Manager for assigned staff
- Oversees and reviews the Maintenance Department program and administers updates and adjustments as needed
- Oversees and reviews the SCADA system and administers updates and adjustments as needed
- When required, supervises wastewater maintenance workers in assigned areas and other areas.
- Assumes responsibility for purchasing and maintaining all materials, supplies, and equipment.



- Participates in staff meetings regarding the operation, maintenance and monitoring of the facilities
- Conducts daily inspections of plant facilities to determine if the equipment is functioning properly to detect potentially unsafe or unhealthy operating procedures, etc.
- Advises Wastewater Facilities Manager and other city personnel in matters relating to wastewater treatment activities
- Provides information to various civic, educational and public groups and individuals regarding wastewater collection and treatment problems and services.
- Ensures the proper execution of all contracted work related to maintenance projects
- **Must be on call twenty-four (24) hours a day for emergencies or other disruptions that may occur at the facility.**
- Ability to actively perform maintenance and operational tasks as needed

OTHER TASKS AND RESPONSIBILITIES:

May administer one or more programs or activities within the department, including:

- Coordinates overtime, vacation, personal, and compensatory time off
- Coordinates work schedules, holiday schedules, and coverage of sick time
- Participates in training of employees, including safety training
- Assists other staff in performing essential duties when required
- May be asked to serve on various committees and groups
- Will participate in all training required to perform job responsibilities and to maintain required licenses
- Other duties as assigned by the Facilities Manager

RELATED WORK EXPERIENCE:

Requires a minimum of six (6) years of progressively responsible experience in maintenance-related fields, with the last two (2) as a sewage authority or related field.

SPECIAL TRAINING AND REQUIREMENTS (CERTIFICATIONS, LICENSES, ETC.):

- Class I Certification License issued by the Ohio Environmental Protection Agency (EPA) preferred; or the ability obtain a Class I Certification License within 1-year of employment required.
- Grade I Maintenance Technologist Certificate preferred.
- Commercial Driver's License Class B preferred.
- A valid driver's license with a safe driving record is required, as is the ability to operate a city-owned vehicle as a requirement to perform the job.

SPECIALIZED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles, practices and equipment used in wastewater treatment collection
- Knowledge of pump station operation and design
- Ability to plan, organize, direct, and coordinate the maintenance or monitoring work of the department and facilities



- Ability to establish, communicate and enforce personnel policies, procedures, and directives necessary to effectively maintain productivity, safety, and efficiency
- Ability to guide and motivate employees within a diverse work force
- Ability to communicate effectively, both verbally and in writing, with city officials, employees, other city staff and the public
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public
- Integrity, sense of responsibility and independent judgment
- Knowledge of or training in computer applications used within the department
- Basic understanding of all equipment used in the wastewater treatment plant and sanitary pump stations
- Knowledge of and ability to use/operate tools and equipment listed
- Must present a neat, courteous, and professional appearance and attitude at all time
- Orders replacement parts and works with approved contractors and suppliers on maintenance projects under the direction of the Facilities Manager
- Develops an annual plan for preventive maintenance that is updated quarterly, based on input from the Wastewater Facilities Manager; and provides updates on a quarterly basis.
- Read, interpret, and understand blueprints, specifications, written reports, memoranda and manuals for process, electrical and mechanical equipment and systems at the wastewater treatment plant and sewage pump stations.
- Has the ability to work independently to troubleshoot and devise plans of action for repairs to minimize loss of service to city residents.
- Performs measurements and calculations as required.

TOOLS AND EQUIPMENT USED:

The employee is expected to freely operate the following tools and equipment: detection device, mobile radio, telephone, personal computer (including any relevant software applications), photocopier and fax machine on a regular basis.

The employee should be able to occasionally operate the following tools and equipment: motorized vehicles and equipment (such as: dump truck, backhoe, pick-up truck, sewer/vacuum truck, lawnmowers, snow blower, leaf blower, sewer jet, generator, pumps), shovel, rake, pickax, portable power tools, mechanical hand tools, welding units, diagnostic equipment, laser alignment tools (e.g., multi-meter megger meter, etc.) and portable radios.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. While performing the duties of this job, the employee typically works in a normal office environment; however, occasionally it is necessary to work in outside weather conditions with exposure to cold, wet and/or humid conditions. The employee occasionally works near moving mechanical parts, in high traffic areas, in high precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, potentially infectious bacteria, risk or electric shock and vibration. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.



PHYSICAL DEMANDS:

The physical demands described herein 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 regularly required to use hands to handle, carry or operate objects, tools or controls, and reach with hands and arms. The employee frequently is required to stand, talk, hear, walk, sit, climb, balance, stoop, kneel and crouch. Specific vision abilities required by this job include close vision and the ability to adjust focus.

HOW TO APPLY:

Qualified applicants may submit their resumes or career summaries and a completed Employment Application to popek@AuroraOH.com.

The City of Aurora is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

The City of Aurora provides reasonable accommodation when requested by a qualified applicant or employee with a disability unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Personnel Department at 330-562-6390, or popek@auroraoh.com.

External candidates must be able to satisfactorily pass all applicable pre-employment checks, including a criminal background screen and drug test. Nothing in this job description prevents the employer from modifying the duties of this position at its discretion..