



Maintenance Team Leader

Water System

WS/41

Paygrade 18
FLSA Non Exempt
Adopted BOC Proposed 1/28/20

JOB SUMMARY

To provide preventive and corrective mechanical maintenance to the water and wastewater treatment facilities, including treatment plants, lift stations, dams, and pumping stations. In addition to performing the same day to day functions as the Maintenance Mechanic, this position serves as the escalation point for complex problems that the Maintenance Mechanic cannot immediately solve. Other duties include providing administrative support to the Plant Supervisor with routine reporting, work assignments, mentoring and training of Maintenance Mechanics.

MAJOR DUTIES

- Performs a lead role in preventative and corrective maintenance by repairing equipment, piping, and facility components; welding equipment; equipment alignment; and maintaining chemical pump availability.
- Manages assets using a computerized maintenance management system. Ensures that maintenance related data provided by others are correct and complete. Assists in the development of a routine maintenance schedule for staff to address plant needs.
- Manages equipment availability by maintaining inventory of critical repair parts to minimize downtime; obtaining quotes for equipment and parts; and submitting quotes for review by management staff.
- Oversees facility maintenance by cleaning work areas; removing chemical spills; and identifying and correcting safety concerns in the plant.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of water and wastewater treatment processes and the equipment used in these facilities.
- Knowledge of reservoir maintenance.
- Knowledge of public health aspects of water treatment operation and maintenance.

- Knowledge of maintenance activities required for mechanical, electrical, instrumentation and control systems.
- Knowledge of safety management and safety programs applicable to the plant environment including lock out/tag out, confined space, ladder safety, respirator and emergency evacuation training, etc.
- Skill in training for operations and maintenance staff.
- Skill in interpersonal relations.
- Skill in maintaining records and preparing reports.
- Skill in problem solving.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Plant Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the plant permit, relevant state and federal laws, industrial safety standards, and county and department policies and procedures. The Team Leader will seek advice on interpretation of these guidelines from the Plant Supervisor.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied training and technical duties. Time constraints and assisting staff on complex maintenance logistics contribute to the complexity of the positions.
- The purpose of this position is to ensure that the staff is able to deliver appropriate plant maintenance in a safe and effective manner. Successful performance contributes to well-trained and prepared staff.

CONTACTS

- Contacts are typically with co-workers, other county employees, and vendors.
- Contacts are typically to give or exchange technical or business information, motivate and train persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed on the job site or at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee uses tools or equipment requiring

a high degree of dexterity and distinguishes between shades of color.

- The work is typically performed in a combination of environments including within the treatment areas of the plant, outside, and in an office.
- The work will require the use of appropriate personal protective equipment related to plant operation and maintenance.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has guidance and quality assurance responsibilities over the maintenance staff at the plant but does not have management responsibilities. This position may contribute information to employee performance appraisals.

MINIMUM QUALIFICATIONS

- Work requires knowledge of a specific vocational or technical nature which may be obtained with a two-year associate's degree, diploma or equivalent from a college, technical, or vocational school. Year of experience may substitute for education.
- Five or more years of related experience as a Maintenance Electrician or a Maintenance Mechanic.
- Valid GA Class C Driver's License.