



**DELAWARE COUNTY BOARD OF COMMISSIONERS**  
AN EQUAL OPPORTUNITY EMPLOYER

<b>Job Title:</b>	Maintenance Manager	<b>Posting Dates:</b>	
<b>Department/Address:</b>	Delaware County Regional Sewer District (DCRSD)	<b>Position Type:</b>	Full Time
<b>Typical Work Schedule:</b>	Varies	<b>Pay Range:</b>	
<b>Contact Information:</b>	740/833-2120	<b>FLSA:</b>	Exempt
<b>How to apply:</b>	<a href="http://www.co.delaware.oh.us/hr/index.asp">http://www.co.delaware.oh.us/hr/index.asp</a>		

**Objectives**

Individual is responsible for the maintenance and repairs of the DCRSD's mechanical equipment and facilities as required to provide continued operations. Individual reports to the Operations Superintendent.

**Job Standards**

A high school diploma or equivalent and five years related work experience and special training required. Background in electrical maintenance and management experience in wastewater and/or maintenance is preferred.

Individual must possess an Ohio EPA Class II Wastewater Collection System Operator Certification or higher.

Employee must have a valid Ohio Driver's License, Commercial Driver's License class B with necessary endorsements or ability to obtain class B with necessary endorsements within 12 months, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability

All required licenses and certificates must be maintained as a condition of continued employment.

**Job Description**

**ESSENTIAL JOB FUNCTIONS:**

- Demonstrates regular and predictable attendance;
- Required to be the Ohio EPA Operator of Record for the pump stations for the entire DCRSD;
- Supervises and organizes after hour call-ins and repairs on an as needed basis;
- Responds to emergency situations, coordinates personnel and equipment, implement needed procedures and precautions;
- Supervises staff that is involved with maintenance programs including, but not limited to, assigning tasks to related staff, monitoring performance (including safety practice), and training employees, implementing and utilizing maintenance software programs;
- Manages maintenance requirements of all equipment and communication systems throughout DCRSD including, but not limited to pumps, blowers, motors, mechanical equipment, electrical controls, components and system, communication and SCADA systems;
- Supervises the operation of the maintenance software program, opening and closing of work orders, issuing work orders, inventory record keeping and other associated tasks of the software;
- Supervises the preventative maintenance (PM) of the DCRSD facilities, including the lubrication and electrical PM programs;
- Obtains bids, quotes and qualifications of outside contractors;
- Oversees completion of various projects and all installations;
- Knowledge of wastewater treatment chemicals and associated SDS;
- Prepares daily, weekly, monthly and annual reports as required by the Operations Superintendent and the Ohio EPA including, but not limited to, the daily operator of record log, project task lists, SSO reporting and effectively corresponds with the Ohio EPA as required;
- Coordinates the procurement of various products and services required by the DCRSD including the preparation of bid specifications, evaluation, product performance testing, contract preparation and recommendation for the selection of the best bidder to the Operations Superintendent;
- Plans, schedules, organizes and supervises the work of the department personnel, including time and attendance scheduling, authorizing overtime and sick, compensatory or vacation leave;



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### **ESSENTIAL JOB FUNCTIONS CONTINUED:**

- Assigns work, plans work schedule, monitors and trains employees;
- Conducts inspections and maintains assigned work areas, as required;
- Responsible for maintaining a complete inventory of all department tools and equipment;
- Consistently administers and enforces rules, regulations and department policies;
- Individual will be assigned to the DCRSDs Joint Health and Safety Committee and assist with the administration of safety policies and procedures;
- Prepares preliminary budgets for operation and maintenance of the department;
- Monitors the department's budget and makes necessary adjustments throughout the fiscal year;
- Reviews and recommends staffing, scheduling and equipment needs to the Operations Superintendent;
- Approves bi-weekly payroll for subordinate employees;
- Prepare responses to grievances per the Collective Bargaining Agreement.
- Performs any related essential functions as required;
- Other duties as assigned.

### **NON-ESSENTIAL JOB FUNCTIONS:**

Performs any related non-essential functions as required.

### **SKILLS AND KNOWLEDGE:**

#### **Equipment:**

- Individual operates computer, related applications and other equipment necessary to perform duties.
- Individual must be able to operate all equipment associated with the department.
- Individual occasionally uses rubber gloves and eye protection for safety purposes.
- Ability to use a motor vehicle is required.

#### **Critical Skills/Expertise:**

- Thorough knowledge of materials, tools and standard practices of a variety of mechanical trades with a particular emphasis on wastewater treatment equipment;
- Thorough knowledge of safety procedures including, but not limited to, Confined Space Entry, Lock Out / Tag Out, Arc Flash and proper PPE;
- Ability to read and interpret written material;
- Knowledge of the precautionary procedures associated with the occupational hazards related to general maintenance operations, including confined space entry;
- Knowledge of biological treatment procedures and chemicals for disinfecting;
- Thorough knowledge of OSHA safety practices and procedures;
- Ability to communicate effectively, both orally and in writing;
- Ability to organize and direct operations;
- Ability to define problems and initiate corrective action;
- Ability to perform mathematical calculations;
- Knowledge of federal and state EPA regulations;
- Ability to distinguish the different locations of each facility in the DCRSD and to follow a proper time management plan to ensure that all assigned work is completed in a timely manner;
- Ability to determine facts and draw valid conclusions;
- Ability to effectively manage, supervise and lead subordinate personnel;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Thorough knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, and Outlook;
- Thorough knowledge, adherence to follow and ensure compliance with safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.



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**RESPONSIBILITY:**

Individual is given general direction in following established practices and policies. Manager provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

**PHYSICAL EFFORT:**

**Physical Requirements:** Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

**Physical Activity:** The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

**Visual Activity:** Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

**WORKING CONDITIONS:**

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

**PERSONAL WORK RELATIONSHIPS:**

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with managers, co-workers, subcontractors, and other departmental personnel.

**SUPERVISORY AND MANAGERIAL FUNCTION:**

**Span of Control:** Individual supervises the following subordinates :

- Maintenance Technicians
- Lead Maintenance Technicians
- Electronic Maintenance Technicians

**Supervisory Functions:**

**Planning:** Individual plans short and long term goals of operations to achieve goals.

**Organizing:** Individual coordinates maintenance projects with Managers to achieve project goals.

**Budgeting:** Individual prepares recommendations budget for maintenance of facilities.

**Instructing:** Individual instructs subordinates in proper operations, sampling techniques, and maintenance for facilities.

**Training:** Individual ensures proper training for each maintenance technician in the proper duties and procedures for the DCRSD.

**Counseling and Discipline:** Individual disciplines and counsels employees within the rules and regulations of Delaware County and within the collective bargaining agreement.

**Other Personnel Functions:** Individual approves subordinates leave requests, helps interview new employees, and evaluates subordinates' performance.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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PCN#:

Job Code:

Wage:

FLSA Status: Exempt

Civil Service Class: Classified

Adopted by Resolution: 3-10-14