



DELAWARE COUNTY BOARD OF COMMISSIONERS

AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Assistant Maintenance Manager	Department:	Regional Sewer District
Position Type:	Full-time Non-Bargaining Unit	Address:	Central Maintenance Facility 10333 Olentangy River Rd. Powell, OH 43065
Typical Work Schedule:	Varies	Pay Range:	Per the County Compensation Plan
Contact Information:	740-833-2120	FLSA:	Exempt
How to apply:	https://humanresources.co.delaware.oh.us/employment/		

Objectives

Individual is responsible for coordinating maintenance, installation and repairs of the District mechanical equipment, electrical systems, instrumentation, SCADA network, and facilities as required to provide continuous operations. Manages the daily activities of the Maintenance staff, including assigned direct reports. Individual reports to Maintenance Manger

Job Standards

Associate or Bachelor's degree in environmental, chemical, or civil engineering or a physical or natural science and three (3) years' experience supervising employees engaged in maintenance, construction, inspection, and/or operation activities in public or critical infrastructure or a high school diploma and six (6) years' experience engaged in maintenance, construction, inspection, and/or operation activities in public or critical infrastructure may be substituted for the preferred bachelor's degree.

Must possess an Ohio EPA Class II Wastewater Collection System Operator Certification or an Ohio EPA Class II Wastewater Operator Certificate or the ability to obtain within 2 years.

Employee must have a valid Ohio Driver's License, 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:

- 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, variable frequency drives, motor soft starters and programmable logic controllers;
- Assists the manager with the development and maintenance of policies and standard operating procedures for electrical preventative and predictive maintenance;
- Supervises and organizes: the preventative maintenance (PM) of the DCRSD facilities, including the lubrication and electrical PM programs; after hour call-ins and repairs on an as needed basis; 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;
- Prepares monthly and annual reports as required by the Maintenance Manager, but not limited to, project task lists, and effectively corresponds with the Ohio EPA as required;
- Responds to emergency situations during and after normal work hours, coordinates personnel and equipment, implement needed procedures and precautions;
- Organizes and supervises daily work assignments;
- Assumes the role of Maintenance Manager in his/her absence;
- Ensures accurate computerized record keeping that includes, but not limited to asset information, opening and closing of work orders, issuing work orders, and labor tracking;
- Ability to read and interpret complex assembly drawings and schematics; provide technical input, and oversees installation of electrical system components and SCADA controls;
- Maintains professional and technical knowledge by attending educational workshops and meetings; benchmarking professional standards; reviewing professional publications; establishing personal networks;
- Required to be a safety representative for the Delaware County Regional Sewer District (DCRSD), including oversight of the safety program, providing and scheduling training, and implementation of program goals;
- Monitors work activities to ensure compliance with work rules, safety regulations, instructions, plans and specifications;
- Prepares daily, weekly, monthly and annual reports as required by the Maintenance Manager;



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- Maintains a complete inventory of all department tools and equipment;
- Recommends staffing, scheduling and equipment needs to Maintenance Manager;
- Approves bi-weekly payroll for subordinate employees;
- Delegates tasks and projects appropriately in order to accomplish assigned workload in an efficient manner and meet district objectives; and
- Performs any related essential functions as required;

NON-ESSENTIAL JOB FUNCTIONS:

Performs any related non-essential functions as required.

Skills and Knowledge

Equipment:

- Ability to use a variety of equipment such as computer, copier, telephone, iPad, and other equipment necessary to perform duties.
- Individual uses appropriate personal protective equipment when necessary. Thorough knowledge of Arc Flash hazards, procedures, and safety precautions needed.
- Ability to safely operate a motor vehicle is required.

Critical Skills/Expertise:

- Thorough knowledge of materials, tools, and standard practices of a variety of mechanical trades with particular emphasis on collection system equipment;
- Ability to read and interpret written material, prints, service contracts, bid documents and construction drawings;
- Thorough knowledge of wastewater treatment chemicals and associated Safety Data Sheets (SDS);
- Thorough knowledge of pumps, motors, valves and collection system equipment;
- Thorough knowledge of District and OSHA safety practices and procedures;
- Ability to communicate and 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;
- Ability to organize, direct operations and to professionally and effectively manage and lead subordinate personnel;
- Ability to define problems and initiate corrective action;
- Knowledge of federal and state EPA regulations;
- Efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs; and
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. DIFFICULTY OF WORK

Work involves complex, relatively standardized and non-standardized tasks, processes and operations following established laws and procedures.

III. RESPONSIBILITY:

Individual provides direct support to department manager and independently makes critical decisions on a daily basis. Provides technical instruction upon request. Work is reviewed with the supervisor for adherence to instructions, soundness of judgment and conclusions, technical adequacy, accuracy and conformance with practice or precedent. Errors may cause delays in work or loss in expenditures for materials and/or equipment, lost time or unjustified work.

IV. PERSONAL WORK RELATIONSHIPS:

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

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to fifty (50)pounds. Individual must be able to climb to and work effectively at heights in excess of 100 feet.



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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: The position requires the individual to see information close to the eyes, at or within arm's reach and the visual activity to safely operate vehicles.

Job Location: 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.

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:

Assistant Maintenance Manager

PCN#:

Job Code:

Scale: SMTS 4

FLSA Status: Exempt

Civil Service Class: Classified

Created: November 2019