



Waste Water Treatment Plant **Maintenance Foreman**

Mayor Pamela Bobst

Reports To: WWTP Superintendent

Salary: \$26.99/hr – Probation
\$29.05/hr – After Probation

Shift: 7:00 A.M. – 3:00 P.M. Monday through Friday

FLSA Status: Non-Exempt

Position Overview:

Under direct supervision of the Wastewater Treatment Plant Superintendent, the Maintenance Foreman directs and prioritizes the plant's maintenance needs and repair of mechanical and electro-mechanical machinery and equipment in the WWTP and provides direct supervision to the Maintenance Mechanics and Instrumentation Maintenance Technician. The Maintenance Foreman also performs the duties of other plant personnel and miscellaneous duties as needed. The Maintenance Foreman operates a tow motor, forklift, welder, electrical testing equipment, sampling equipment, computers and system controls and various hand/power tools involved in maintaining the plant's operational and monitoring equipment. The work is performed in an industrial setting involving regular exposure to unpleasant odors and fumes, potential exposure to excessive temperatures, humidity and noise, and is also occasionally performed in an outside setting involving potential exposure to inclement weather and pathogens.

Duties:

1. Equipment Maintenance and Repair

40%

- Conducts routine inspections of plant equipment to assess equipment condition and required maintenance*
- Communicates with supervisor and other staff members to ensure maintenance and operational needs are coordinated*
- Troubleshoots equipment problems as needed*
- Performs duties of Maintenance Mechanic including but not limited to:*
 - Inspects internal and external plant equipment and processes by touring facility and grounds to observe operation and check for malfunction of pumps, motors, gates, seals, timers and gauges
 - Lubricates equipment
 - Replaces packing in pumps or valves
 - Replaces or repairs parts in motors, pumps and other equipment
 - Cleans out pipes and performs other plumbing and pipefitting tasks
 - Operates gas and/or arc welding equipment to heat, cut, braze or weld equipment and parts
 - Installs, prepares and inspects operations of new equipment
 - Installs, connects, inspects and maintains motors, starters, transformers, flow meters, PLC's, process analyzers, and other electrical equipment.
 - Communicates with plant personnel regarding plant conditions.
 - Performs routine and preventative maintenance internal and external to the WWTP facility
 - Performs various lawn care duties and maintenance

- Operates various power and hand tools as needed
 - Operates City vehicles including trucks, forklifts, and tow motors

2. Maintenance Program Administration 40%

- Schedules and directs maintenance of the plant including mechanic and electrical equipment, instrumentation, buildings, structures and grounds*
- Assesses maintenance and repair needs and determines priorities of assignments*
- Coordinates efforts with WWTP management staff to plan, develop and implement preventative maintenance programs and budgetary needs*
- Maintains various records of plant and equipment maintenance including the use of facility maintenance software*
- Determines remedial measures in emergency situations*
- Requests and orders maintenance materials, parts and tools*
- Requisitions and maintains inventory of equipment, spare parts, and supplies*
 - Reads equipment catalogs or websites and confers with vendors regarding purchasing needs
 - Completes routine requisition and invoicing paperwork to place orders and confirm receipt
 - Monitors spare part and supply levels to maintain an adequate stock
- Assists in establishing and reviewing department records and reports including department budget*

3. Supervision 15%

- Provides training to other staff members on the safe use and operation of tools, instrumentation, computer programs and equipment*
- Assigns work and determines assignment priorities*
- Monitors performance of Maintenance Mechanics and provides guidance/assistance as needed*
- Assists in implementing department personnel policies and procedures as needed*

4. Miscellaneous 5%

- Performs duties of other plant personnel as needed or assigned*
- Performs various miscellaneous duties as needed
- Attends various training seminars and classes as needed to maintain and improve job knowledge and skills*
- Communicates with vendors and other members of the general public

* *Denotes essential function of the job*

Minimum Qualifications:

The position requires a class I Wastewater Operator's license from the State of Ohio Environmental Protection Agency and at least five (5) years of previous experience in a position involving maintenance of mechanical and electrical equipment. In addition, the WWTP Maintenance foreman must receive a class II WW Operator's license from the State of Ohio Environmental Protection Agency within 30 months of date of hire.

Position will be posted until filled. Applications may be obtained at http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall.

Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30

p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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