

*Code: 2733*

*Title: WASTEWATER PUMPING SYSTEMS MAINTENANCE SUPERVISOR*

**SUMMARY:** Supervises and coordinates routine, recurring and emergency wastewater pumping systems maintenance activities.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, schedules and supervises the maintenance of Wastewater Pumping Systems (WWPS) including related electrical systems, submersible pumps, generators, chlorine systems, specialized mechanical equipment and structures;

Inspects WWPS for operating condition and to establish maintenance requirements;

Plans and implements a preventive maintenance schedule;

Coordinates WWPS maintenance, repair and modification with wastewater treatment plant (WWTP) operations division to minimize disruption of required systems operations;

Interprets technical data, construction, modification, and related materials to facilitate work in progress or proposed;

Reviews contractor specifications and blueprints and coordinates WWPS maintenance projects with other divisions, contractors and affected facilities;

Resolves complaints from, and responds to inquires from, the public relative to operation and maintenance of wastewater pumping systems;

Establishes, reviews and maintains an inventory of parts and equipment;

Posts and updates facility, systems and related maintenance records and plans;

Supervises, schedules and assigns routine, stand-by and emergency work to subordinate personnel and reviews work for operational, technical and safety considerations;

Prepares and reviews time accounting documents and verifies payroll submission for maintenance personnel;

Conducts or coordinates conduct of employee safety and technical training;

Evaluates personnel performance.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- procedures, practices, tools and materials used in maintenance of wastewater pumping systems;
- principles and practices of supervision;
- safety procedures and precautions in the use of mechanical and electrical equipment;
- basic principles of the transmission of fluids by/through pumping systems.

Skill in:

- using the equipment, tools and materials required for WWPS maintenance;
- planning and scheduling preventive and routine maintenance;
- reviewing and interpreting technical specifications and blueprints;
- identifying potentially hazardous conditions and taking appropriate action;
- supervising and evaluating the work of other.

**MINIMUM QUALIFICATIONS:**

Five years of experience in the operation or maintenance of wastewater pumping systems or wastewater treatment plants, including at least one year in a lead capacity.

(Relevant education from an accredited college or technical school may substitute for the general portion of the aforementioned experience.)

**OTHER REQUIREMENTS:**

Licenses and Certificates: Possession of a current Arizona Grade 2 (or higher) Wastewater Collection

System Certification is required at the time of appointment. An Arizona Grade 3 Wastewater Collection System Certification must be obtained within six months of appointment. All positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required certifications/licensures shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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