

*Code: 2739*

*Title: WASTEWATER TREATMENT PLANT (WWTP) MAINTENANCE  
ASSISTANT MANAGER*

**SUMMARY:** Plans, schedules and supervises all recurring, preventive, emergency and corrective maintenance and repair of mechanical and hydraulic equipment and systems, grounds and facility maintenance activities at a wastewater treatment facility. This is distinguished from the Wastewater Pumping Systems Maintenance Supervisor, which supervises and coordinates all maintenance and repair activities for lift station pump and mechanical equipment in the county's wastewater collection systems.

**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 directs maintenance of a wide variety of specialized mechanical and electrical equipment, buildings, structures and grounds;  
Inspects plant frequently to insure proper maintenance;  
Formulates, establishes and directs long-range maintenance programs;  
Determines and directs emergency repair and restoration actions by staff;  
Coordinates maintenance/repair actions with WWTP operations, power production and maintenance staff to avoid or minimize disruption of equipment and systems operations and maintenance;  
Supervises, assigns work to, and instructs assigned personnel;  
Supervises installation and testing of new or rebuilt equipment;  
Develops scope of work and serves as project manager for maintenance contracts;  
Evaluates and recommends changes to maintenance, repair, modification, construction contract provisions for compatibility with WWTP processes and practices;  
Supervises development and maintenance of current routing and emergency repair and maintenance operating instructions;  
Supervises maintenance of equipment, system and facility operating and maintenance logs and related documentation;  
Develops and submits to management, section budget requests and recommendations for future fiscal year budgets.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- procedures, practices, tools and materials used in the maintenance and repair of large stationary engines, pumps, blowers and other heavy plant equipment;
- occupational hazards and safety precautions;
- principles and practices of effective personnel supervision, training and evaluation;
- principles and practices of developing and administering public works contracts;
- principles of operation of WWTP facility equipment and systems.

Skill in:

- developing and administering maintenance and repair schedules for WWTP equipment and supporting facilities, systems, grounds and related equipment;
- coordinating maintenance and repair activities with affected operations, maintenance and contractor staff;
- developing and administering public works maintenance contracts;
- developing and maintaining current routine and emergency repair and maintenance operating instructions;
- directing emergency WWTP equipment and systems repair and maintenance;
- interpreting and working from sketches, blueprints and related technical data;
- using and maintaining equipment and tools necessary to perform various mechanical repairs;

- supervising and evaluating the work of others;
- compiling information and preparing routine, recurring and special reports for management on WWTP maintenance operations;
- developing and administering operating budgets.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Six years of experience in the maintenance or operation of water/wastewater treatment, industrial, manufacturing, mining or utility plants or commercial/industrial construction management including four years in a lead or supervisory capacity.

OR:

(2) A Bachelor's degree from an accredited college or university with a major in mechanical, industrial, civil, manufacturing engineering/technology or construction management and two years experience in the construction, operations or maintenance of industrial, manufacturing, mining, utility such as power generation, water filtration/treatment or wastewater treatment/collection systems including one year in a lead or supervisory capacity.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Class D Arizona driver's license is required at time of appointment. Failure to maintain the required licensure shall be grounds for termination.

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

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

Pima County

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