



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
February 13, 2020

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Water Treatment Plant Maintenance Supervisor
Department of Water & Water Supply

The **Department of Water & Water Supply** one (1) vacancy for the position of **Water Treatment Plant Maintenance Supervisor** at a rate of **\$56,000/year @ 40 hours/week.**

Monday – Friday: 8:00 a.m. – 4:00 p.m.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. **Friday, March 13, 2020.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
FRIDAY, MARCH 13, 2020.

An Equal Opportunity /Affirmative Action Employer

WATER TREATMENT PLANT MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The position is responsible for the supervision of maintenance activities and maintenance employees to ensure preventive maintenance and repairs on all plant equipment are performed. General supervision is exercised over the maintenance staff of the plant. The incumbent directly reports to the Chief Water Treatment Plant Operator and/or the Water Plant Instrument Technician.

EXAMPLES OF WORK: (Illustrative Only):

- Supervises all maintenance activities, including internal maintenance programs and outside maintenance contractors;
- Manages, motivates, develops, and provides direct leadership to all plant maintenance staff;
- Evaluate all incoming work orders for correctness and completeness;
- Reviews completed work orders, prioritize and ensure that all scheduled work orders are completed on time;
- Performs periodic inspections provided in the plant's Operation and Maintenance Manual and manufacturer's recommendations;
- Assists with implementation of capital projects;
- Keeps and maintains an inventory of all tooling associated with the mechanical maintenance shop;
- Works to assure the shop is tolled with the appropriate equipment to assure efficiency and productivity in maintenance tasks;
- Reviews and implements advancements in technology related to plant process and maintenance operations;
- Provides timely and efficient response to emergency breakdowns and after-hours service calls;
- Facilitates safety training of all maintenance staff and ensures maintenance programs follow all task specific health and safety plans;
- Oversees contractors and vendors providing work for the maintenance department at the plant;
- Reports all maintenance activities to the Chief Water Treatment Plant Operator;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of local, state and federal statutory and regulatory requirements affecting water treatment, chemical storage and hazardous materials;

- Thorough knowledge of the methods, techniques, tools and materials used in maintenance and repair of buildings, electrical systems, instrumentation, electronics and mechanical equipment;
- Thorough knowledge of the principles and practices of administration;
- Good knowledge of SCADA systems used in water treatment facilities;
- Good knowledge of safety practices;
- Good knowledge of personal computers and office equipment;
- Ability to monitor, conduct analyses and identify problems and critical factors in order to develop methods for corrective action;
- Ability to develop and maintain effective working relationships with employees in order to promote compliance with applicable codes and standards;
- Ability to communicate effectively, both orally and in writing;
- Ability to give verbal and written presentations;
- Ability to organize, assemble, categorize and prepare data for reporting purposes;
- Ability to work in adverse weather and environmental conditions;
- Ability to lift and carry fifty (50) pounds;
- Ability to climb a thirty (30) foot ladder;
- Good judgment;
- Integrity;
- Dependability;
- Resourcefulness;
- Initiative;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma with a technical training certification and two years' experience in maintenance work, which shall have included the maintenance of mechanical and electrical equipment at a water or wastewater treatment plant.

SPECIAL NOTE:

- Must possess a valid NYS Driver's License at the time of appointment and for the duration of employment.
- May be required to work in the event of an undeclared or declared emergency.