



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (828) 879-2139 | TOWNOFVALDESE.COM

WWTP Maintenance Mechanic Supervisor

The Town of Valdese (approximate population 4,876) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the "foothills meet the mountains". Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

The Town of Valdese is currently seeking a **Maintenance Mechanic Supervisor**. An employee in this class supervises and participates in journey level mechanical work in the operation, maintenance, and repair of large and/or specialized equipment and machinery at the water and/or wastewater pumping stations and/or at the treatment plants. The employee plans and assigns work projects, inspects work for adherence to standards, leads in the performance of more difficult trouble shooting and electrical repair work, and performs training, performance coaching and evaluations for assigned staff. Work involves responsibility for troubleshooting and leading the maintenance and repair of a variety of pumps and motors and other equipment at the treatment plant of the pumping stations. Work requires knowledge of electrical and electronic repairs. The employee is subject to hazards associated with wastewater, water and mechanical operations including working in inside and outside environments, extreme hot and cold weather, and exposure to various hazards such as loud noises, vibrations, mechanical moving parts, electrical current, working of scaffolding, exposure to chemical fumes, odors dust, mist, gases, poor ventilation, and oils. The employee may be required to wear a respirator. Work around raw sewage is also subject to the final standards of OSHA on blood borne pathogen. Work is performed under regular supervision. Work is evaluated in terms of effectiveness in returning equipment to proper operating conditions within given time schedules, and overall effectiveness of system performance.

Education and Experience Requirements:

Graduation from high school supplemented by courses in mechanical, electrical, electronic and/or plumbing trades, and considerable experience in water and sewer treatment plant operations or pump station maintenance and repair, mechanical or distribution and/or collection system maintenance experience including pump repair; or equivalent combination of education and experience.

Special Requirements:

Valid North Carolina Driver's License

Possession of NC Wastewater Treatment Plant Operator License or Collections Systems Operator III.

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The starting salary for this position is \$40,708.00, DOE. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation based on continuous years of experience and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule. Visit townofvaldese.com for more details.

Contact and submittal information:

Mail to: Town of Valdese

P.O. Box 339

Valdese, NC 28690 or

Hand delivery: Valdese Town Hall, 102 Massel Avenue SW, Valdese, NC 28690

Cover letter, resume and completed application required. Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.townofvaldese.com.

Deadline: Open until filled

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.



Town of Valdeese

WWTP MAINTENANCE MECHANIC SUPERVISOR

I. General Statement of Duties

Performs difficult technical supervisory work in the maintenance and repair replacement of machinery and equipment in the water and sewer treatment plants and pumping stations.

II. Distinguishing Features of the Class

An employee in this class supervises and participates in journey level mechanical work in the operation, maintenance, and repair of large and specialized equipment and machinery in water and sewer pumping stations and/or water or wastewater plants. The employee plans and assigns work projects, inspects work for adherence to standards, leads in the performance of more difficult trouble-shooting and electrical repair work, and performs training, performance coaching and evaluation for assigned staff. Work involves responsibility for troubleshooting and leading the maintenance and repair of a variety of pumps and motors and other equipment in water and sewer treatment plants and/or pumping stations. Work requires a knowledge of trade skills in mechanical and plumbing areas with some knowledge of electrical and electronic repairs. The employee is subject to hazards associated with wastewater and mechanical operations including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibrations, moving mechanical parts, electrical current, working on scaffolding, and exposure to chemicals fumes, odors, dusts, mists, gases, poor ventilation, and oils. The employee may be required to wear a respirator. Work around raw sewage is also subject to the final standards of OSHA on blood borne pathogens. Work is performed under regular supervision. Work is evaluated in terms of effectiveness in returning equipment to proper operating conditions within given time schedules, and overall effectiveness of system performance.

III. Duties and Responsibilities

- Serves as supervisor on a crew responsible for checking, maintaining and repairing water and/or sewer treatment plant equipment and/or pumping stations; trains new employees in maintenance skills; insures adherence to proper safety practices; conducts performance coaching and evaluation; participates in the hiring process.
- Performs more difficult mechanical, electrical and other diagnosis of equipment malfunctions and performs or recommends remediation action; trouble-shoots and makes some less complex repairs to electronic equipment; recommends and coordinates repairs by vendors; dismantles and overhauls various equipment; cleans, replaces and repairs gauges, engines, and other equipment; rebuilds and overhauls defective parts and machinery, instrumentation and equipment; maintains and services electrical generators for emergency power sources during outages; performs welding and metal fabrication.
- Establishes and maintains records of preventive maintenance, repairs, parts, warranties, and related records; orders or informs necessary persons of parts and inventory needs. Participates in operations

and process control decisions at the treatment plant.

- Plans and participates in regular preventive maintenance inspections such as checking and lubricating bearings, gear boxes, aerators, control switches, checking and replacing filters, cleaning out wet wells, packing pumps, mowing, and other preventive maintenance activities.
- Coordinates the location and work of vendors to make repairs when necessary. Leads and participates in facility maintenance; paints pump housing, repairs roofs.

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of the installation, repair, and maintenance of the mechanical, plumbing, and hydraulic components of pumping stations.
- Thorough knowledge of the occupational hazards and necessary safety precautions of the work environment.
- Thorough knowledge of the tools, parts and methods associated with diagnosing, repairing and maintaining equipment.
- Considerable knowledge of treatment plant operations and process control.
- Considerable knowledge of standard laboratory analyses and procedures related to treatment process.
- Considerable knowledge of electrical wiring and parts and ability to diagnose and replace parts.
- Working knowledge of electronic maintenance and repair.
- Working knowledge of the Town's personnel and purchasing policies and procedures.
- Some knowledge of modern and effective supervisory principles and practices including motivation, communications, performance coaching and evaluation.
- Ability to detect malfunctioning of pumps and motors by observation, sound, chart readings and to take remedial action.
- Ability to read and follow schematic drawings and blueprints; written and oral instructions.
- Ability to establish and maintain effective working relationships with co-workers and supervisor and provide team leadership.
- Ability to prepare and maintain accurate records and prepare reports.

Physical Requirements

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, climbing, balancing, pulling, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity to operate machines and equipment including close inspection of moving and small parts, using measurement devices, perform assembly and fabrication of parts, prepare maintenance

records and operate a computer terminal.

Desirable Education and Experience

Graduation from high school supplemented by courses in mechanical, electrical, electronic and/or plumbing trades, and considerable experience in water and sewer treatment plant operations or pump station maintenance and repair, mechanical or distribution and/or collection system maintenance experience including pump repair; or an equivalent combination of education and experience.

Special Requirements

- Valid North Carolina Driver's License
- Possession of North Carolina Wastewater Treatment Plant Operator License or Collections Systems Operator III.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is nonexempt.