

Wastewater Treatment Mechanic Supervisor (5617) Task List

Maintenance & Inspection

1. Plans or revises routine inspection and maintenance schedules for heavy wastewater equipment, such as turbines, boilers, and blowers, and equipment, such as tanks, pumps, flights, compressors, bar screens, conveyors, or other mechanisms used in wastewater treatment, in order to ensure proper maintenance and function.
2. Inspects mechanical installations by conducting planned visits to worksites where staff's work is in progress or has been completed recently in order to monitor progress and ensure compliance.
3. Investigates unusual appearances, sounds, or smells of mechanical equipment when in areas where mechanical equipment or apparatus are in operation in order to maintain and ensure proper function.
4. Investigates trouble calls, such as emergency equipment breakdown, and determines the appropriate actions to be taken in order to ensure equipment is repaired quickly and is reported to the appropriate line manager.
5. Inspects work done by contractors, such as installations and repairs of blowers, centrifuges, pumps and other equipment, in order to ensure quality and conformance with plans and specifications.
6. Stays informed of new equipment, tools, and work techniques by reading trade journals, through conversations with manufacturer's representatives or other knowledgeable individuals, and/or similar activities, in order to remain informed regarding industry changes.

Planning & Documenting

7. Schedules special inspection and/or repairs using reports of problems, such as equipment not working or malfunctioning, received as routine reports from subordinates or reports received in writing or through the computer, in order to correct problems and maintain operability of equipment.
8. Keeps records, written and/or entered in the computer asset management database, of work done for such purposes as confirming regular inspection and maintenance schedules, documenting need for changes in schedules and/or work assignments, and recording time required for major installations or repairs in order to ensure optimum future or ongoing maintenance.
9. Writes reports, using information from the computer asset management database and reports from subordinates, on work performed and/or the condition of equipment and makes recommendations as needed for modification or replacement of equipment in order to keep up to date records on assets.
10. Enters requisitions into database for materials and tools needed to install, maintain, and/or repair generating, industrial and/or plant mechanical equipment, using reports prepared by subordinates, in order to ensure availability of necessary tools and equipment.

11. Prepares lists of materials needed and cost estimates for construction, changes, replacement or addition of heavy machinery and/or other equipment in order to perform needed repairs and maintenance.

Communication

12. Communicates with subordinates to assign work, such as routine inspection and maintenance, scheduled overhauls and repairs, or emergency repairs, to discuss jobs, and to answer questions, in order to effectively supervise and utilize resources.
13. Communicates with other supervisors, including those in mechanical, electrical, instrumentation, building repairs, pipe shop and other operations support staff, in order to coordinate work activities for jobs requiring work by employees in other crafts and trades.

Supervision

14. Instructs subordinates and sets an example in following safety procedures for working with equipment operating at very high or very low temperatures, rigging and hoisting equipment, machinery with moving parts, and following general safety procedures in order to ensure staff is working safely and effectively.
15. Supervises subordinates by keeping records of their work, evaluating their performance, and meeting regularly with them to discuss their evaluations in order to improve productivity and to meet City requirements for regular evaluation of employee performance.
16. Manages employees by approving requests for use of vacation, sick leave, and changes in work schedules, participates in making decisions on hiring and paygrade advancement, helps employees prepare for promotion, and sees that subordinates are informed about the City's Equal Employment Opportunity policies in order to ensure work is completed and to help develop better acceptance and working relationships among various groups of employees.
17. Conducts trainings, such as tailgate meetings, training sessions, or orientations, on methods of repairing equipment, safety, and work rules and standards in order to inform and update subordinates on proper work procedures.
18. Makes recommendations for staffing and improvement in or extension of existing facilities, including by recommending replacing equipment or relocating existing equipment, in order to ensure adequate resources and staffing to perform work.