

WATER PLANT MAINTENANCE COORDINATOR

SUMMARY/PURPOSE

Coordinate, schedule, and perform maintenance and repair work on the City of Duluth Water Plant and pump stations with the Water Plant, Conveyance, and other related staff. Oversee Water Plant and related facility maintenance projects and ensure satisfactory completion of projects and maintenance activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead and coordinate assigned Water Plant and/or pump stations maintenance projects within the defined project scope.
2. Plan, schedule, and prioritize installation and maintenance projects through to completion.
3. Provide direction and assistance to others involved in operational and project problem solving.
4. Communicate project and maintenance information to applicable staff.
5. Organize, inspect, and perform maintenance, installation, repair, and modification of the Water Plant and pump stations.
6. Identify and predict maintenance projects before equipment failure occurs.
7. Perform evaluations on filters, motors, pumps, electrical equipment, ponds, basins, and other treatment equipment as directed.
8. Review installation and construction plans for compliance with existing work standards.
9. Review work of team members for completeness and quality. Provide information, feedback, and instruction on assignments.
10. Prioritize and process information pertaining to emergency maintenance needs by coordinating personnel and equipment to worksites.
11. Make initial assessments of an emergency and determine degree of danger, damage, urgency, and inconvenience involved.
12. Oversee work activities at worksites requiring emergency repairs to service.
13. Monitor worksites to ensure safety and compliance with established methods, guidelines, equipment, and procedures.
14. Train employees in safe and correct work procedures.
15. Review and/or develop preventive maintenance schedules for pumps and related equipment.
16. Document all work performed using appropriate work order system.
17. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
18. Prepare oral and written reports as necessary.
19. Prepare budget and financial information as necessary.
20. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Combination of education and/or experience equivalent to six (6) years performing skilled facility maintenance, repair, and construction.
 - B. Experience in a skilled trade such as carpentry, electric, plumbing, etc. preferred.
 - C. Project management experience preferred.
2. License Requirements
 - A. Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.

- B. Obtain a State of Minnesota Special Engineer Boiler Operator's License within one (1) year of hire date and maintain thereafter.
3. Knowledge Requirements
- A. Operational characteristics of water treatment plants and pumping stations including associated mechanical and electrical equipment and devices.
 - B. Basic theories and fundamentals of mechanical, hydraulic, pneumatic, and electrical principles associated with the repair and operation of plant equipment and pumping stations.
 - C. Materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance and repair of water treatment plants and associated equipment.
 - D. Methods, techniques, tools, and equipment used to repair, rebuild, and fabricate parts.
 - E. Operational characteristics of maintenance and construction equipment and tools used in work activities.
 - F. Proper procedures used in the maintenance and repair of hand and power tools.
 - G. Project management fundamentals.
 - H. Basic mathematical skills.
 - I. Basic computer skills.
 - J. Basic principles and practices of recordkeeping.
 - K. Occupational hazards and standard safety practices.
 - L. Pertinent federal, state, and local codes, laws, and regulations.
4. Skill Requirements
- A. Operation and maintenance of tools and equipment used at the Water Plant and pump stations.
 - B. Directing and leading others in project work.
 - C. Communicating logically and accurately in oral and written forms.
 - D. Evaluating and analyzing operational methods and procedures.
 - E. Managing and tracking projects.
5. Ability Requirements
- A. Perform a variety of semi-skilled duties involved in the maintenance and repair of the City's water treatment plants and related facilities.
 - B. Direct and lead work and delegate work assignments.
 - C. Evaluate and analyze operations and procedures.
 - D. Read, interpret, analyze, and explain technical manuals that may involve information with which the individual is unfamiliar.
 - E. Ability to work with consultants, outside vendors, and engineers.
 - F. Ability to work independently while functioning as a team member.
 - G. Set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - H. Create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices and developing trusting work relationships.
 - I. Use good judgment in decision-making.
 - J. Exhibit leadership qualities of dependability and accountability.
 - K. Work independently under limited supervision.
 - L. Plan and perform maintenance and emergency work.
 - M. Develop work crews and equipment schedules.
 - N. Interpret safety rules and apply them to hazardous situations.
 - O. Establish and maintain effective working relationships with supervisors, coworkers, and the public.

6. Physical Ability Requirements

- A. Transport oneself to, from, and around sites of projects, tests, and other assignments.
- B. Lift and carry supplies and equipment.
- C. Walk, crawl, push, balance, climb using ladders and stairs, and maintain equipment located at some height above the ground.
- D. Lift and carry up to 100 pounds occasionally with assistance and 50 pounds frequently.
- E. Stoop, bend, reach, handle, and feel while maintaining equipment.
- F. Work in confined spaces for an extended period.
- G. Speak, hear, and feel while communicating and diagnosing equipment malfunctions.
- H. See at near, mid, and far ranges and to perceive depth and distinguish colors.
- I. Work outside during inclement weather.
- J. Attend work on a regular basis.

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| HR: TS | Union: Basic | EEOC: Technicians | CSB: 10/01/2019 | Class No: |
| WC: 7520 | Pay: 32 | EEOF: Utilities/Transportation | CC: | Resolution: |