

CITY OF CHATTANOOGA
Classification Specification Title: Maintenance Mechanic Supervisor
(Wastewater)

Department: Wastewater

Pay Grade: WWFG.09N

Supervision Received From: Waste Resource Manager

FLSA Status: Non-Exempt

Supervisory Responsibility For: Indust Maint Mechanic 2;

Established: 6/29/07

Indust Maint Mechanic 1;

Revision Dates: 4/2/25;

12/11/23; 10/20/23; 11/2/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for serving as a shift supervisor and participating in day-to-day plant maintenance activities and monitoring the performance of mechanical systems to ensure proper operations. Duties include: ensuring staff implement maintenance plans, participating in the development and implementation of work processes and procedures, coordinating preventative and corrective mechanical maintenance programs, and ensuring compliance with applicable regulations. Work requires limited supervision.

SERIES LEVEL: The Maintenance Mechanic Supervisor is the third level of a four level wastewater plant maintenance series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Serves as a lead to lower level plant mechanics on an assigned shift to include assigning and monitoring work and providing direction.

Monitors and participates in the implementation of preventative maintenance plans and procedures, ensuring the proper upkeep of applicable plant machinery, equipment, and systems and efficient plant operations.

Coordinates preventative and corrective mechanical maintenance programs and ensures compliance with applicable regulations.

Makes hiring, termination and disciplinary recommendations related to staff.

Monitors compliance with applicable permit standards and requirements.

Participates in the management of the maintenance section of applicable plant systems, ensuring compliance with applicable policies, procedures, and ordinances.

Assists with the set up and operation of new equipment and processes to ensure proper maintenance and utilization of equipment.

Provides technical guidance and assistance to external contractors, ensuring terms and conditions of applicable contracts are met by monitoring and evaluating contractor performance.

Participates in developing and evaluating short-term bids from vendors, including defining specifications and recommending vendor selection.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: High School Diploma or GED, and five (5) years of progressively responsible mechanical/electrical experience in an industrial or municipal plant setting.

LICENSING AND CERTIFICATIONS: A valid Driver's License. Must be able to obtain a Forklift Certification.

SUPPLEMENTAL INFORMATION:

Knowledge of safe work practices; applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; mechanical and electrical equipment principles; basic plumbing principles; maintenance requirements for plant mechanical and electrical systems; automated equipment operation and maintenance; welding principles and practices; and, applicable tools and equipment utilized in the trade.

Skill in prioritizing and assigning work; interpreting and applying applicable laws, ordinances, codes, rules, and regulations; organizing and compiling data; using a computer and related software applications; diagnosing and repairing mechanical and electrical plant systems, equipment, and machinery; implementing preventative maintenance on applicable systems, equipment, and machinery; utilizing tools and equipment of the trade; adhering to safe work practices; reading and interpreting blueprints, schematics, plans, technical manuals, and specifications; welding and fabricating parts; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; and, communication and

interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

WORK ENVIRONMENT: 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 forces constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and infectious diseases.

SPECIAL REQUIREMENTS

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.