

TITLE: ASSISTANT SOLID WASTE PROCESSING
PLANT MAINTENANCE SUPERVISOR

CODE: 38233

GENERAL DESCRIPTION:

This is responsible plant maintenance supervisory work involving assistance in the supervision of plant, equipment and facilities maintenance and repair.

Work involves responsibility for assistance in the safe, effective and timely maintenance and repair of electrical, mechanical, and related systems. Duties include assisting in the scheduling and supervision of subordinate crew leaders and trades workers. This position also has the responsibility for making difficult repair decisions and setting daily work priorities. This work requires that the employee have good knowledge, skill and ability in maintenance and repair of mechanical, electric al, and instrumented equipment and facilities.

SUPERVISION RECEIVED:

Works under the general supervision of the Solid Waste Processing Plant Maintenance Supervisor.

EXAMPLES OF DUTIES:

Assists in directing and overseeing mechanical, and electrical repairs to equipment and facilities. Responds to emergencies.

Schedules or assists in scheduling, assigning, supervising and evaluating a medium size work group in plant, equipment, facilities maintenance.

Fills out forms and reports on completed work assignments and completes employee time records.

Assists in drafting unit budget and controlling expenditures within fund allocations.

Trains and counsels employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices of electrical and mechanical equipment maintenance and repair.

Good knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.

Good ability to communicate orally and in writing and to lead others in a work unit.

Good ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.

Good ability to supervise others in a work unit.

Considerable ability to establish and maintain effective working relationships with coworkers and vendors.

QUALIFICATIONS:

A two-year technical degree from a recognized college in electrical or mechanical technology plus six years of progressively responsible plant maintenance and repair experience including at least some supervisory experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.