

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: PLANT MAINTENANCE ADMINISTRATOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to manage the electrical, mechanical, plumbing and related maintenance operations. Work involves managing the maintenance and repair of mechanical, plumbing, electrical, electronic equipment, facilities and related systems and the operation of water and wastewater pumping stations and water storage facilities. Classification typically reports to a Manager.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Directs, plans and oversees mechanical and electrical repairs and maintenance to equipment and facilities. Responds to emergencies.

Schedules, assigns, supervises and evaluates work groups in the maintenance and repair of plants, including pump stations, equipment and facilities. Monitors work load. Trains and counsels employees and supervisors and directs their training and counseling. Administers union contract language and oral warnings and recommends higher-level discipline. Assures safe work practices. Interviews job candidates and recommends selection. Reviews employee performance evaluation and reclassification requests and makes recommendations.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives. Manages assigned projects. Reports on status of goals achievement and project progress.

Develops activity budgets and reviews unit budgets. Approves, controls and coordinates expenditures within fund allocations.

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

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Bachelor's degree in electrical or mechanical engineering; or a related field; supplemented by minimum three (3) years previous experience and/or training that includes plant maintenance and repair, at least two (2) years as a supervisor or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to act as a first-line supervisor to a group of employees typically involving assigning and reviewing work and evaluating employee job performance.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Tasks may risk exposure to temperature, weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness, humidity, animals, wildlife, disease, blood, bodily fluids, electric currents, explosives, violence, bright or dim light, noise extremes, vibrations, machinery, and/or traffic hazards.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*