



## Envirolink, Inc.

### POSITION DESCRIPTION

#### Maintenance Manager

<b>DATE:</b>	January 22, 2014
<b>POSITION TITLE</b>	<b>Maintenance Manager</b>
<b>GRADE LEVEL</b>	065
<b>To be evaluated By Officer</b>	The responsibilities of this position will involve access to information that may be considered confidential, private and sensitive. Therefore, the individual filling this position will be required to both allow and pass a background check.
<b>REPORTS TO</b>	Regional Manager

#### GENERAL FUNCTION:

The Maintenance Manager – provides the leadership to effectively and efficiently distribute the resources of the company in the repair, maintenance and installation of public works and utility functions within his or her assigned Region and other Regions as required.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary responsibilities include the mentoring of team, the provision of safe and dependable water and wastewater services to customers and the management of company facilities, the provision of providing various municipal type public works related services, equipment, tools and inventory and the direct operation and maintenance of water and wastewater systems. Examples include the following:

- Responsible for maintaining an open, collaborative, team oriented work environment with Peers, Leaders, Management, and Team Members;
- Responsible for personal development of each member of your team and themselves with an emphasis on the development of character, personal development, ability to obtain results, interpersonal skills, and ability to lead change;
- Manages the operation and maintenance of water/wastewater utility systems, and municipal public works related service inside and outside of assigned district;
- Oversees the operations and maintenance of the water distribution system and wastewater collection facilities, including main lines, valves, service lines, hydrants, pumps, reservoirs, motor control centers, automatic control valves, cleanouts, lift stations, manholes, odor control facilities, pressure and chemical booster stations;
- Oversees the operation and maintenance of various municipal assets and services, such as streets, leaf and limb pickup, white good pickup, etc.
- Oversees the company’s sewer cleaning and CCTV programs;
- Develops and implements preventive maintenance programs for various water distribution, wastewater collection, and cross connection facilities; including pump efficiency tests, automatic control valves, motor control centers, gas engines, pump and chemical buildings and structures, fences and gates, lighting, landscaping, paving, testing and repair of production meters, etc.;



## Envirolink, Inc.

### POSITION DESCRIPTION

#### Maintenance Manager

---

- Ensures the safety of all team members by conducting safety meetings and inspections and providing documentation related to all safety issues;
- Maintains databases that may include but not limited to: Asset Management, asset inspection, cross-connection control database, water quality compliant database, etc.;
- Coordinates with office team on the preparation of reports for compliance purposes that may include but not limited to: MORs, Annual Report, Consumer Confidence Report, etc.;
- Performs data analysis and exhibits;
- Ensures the proper administration of contracts and work performed by outside contractors;
- Communicates, both orally and written, with local officials, company leaders, company managers and team members, customers, and others;
- Organize the daily activities of the service team members in the Region in order to best meet service objectives, regulatory requirements and company goals;
- Responsible for managing the daily activities of staff to ensure Key Performance Indicators are achieved;
- Responsible for interacting with other leaders and managers to share/coordinate resource usage;
- Develop and monitor specific metrics related to the areas and team members under your leadership;
- Ability to manage and execute various programs related to municipal service and utilities such as: System Flushing Program, Cross-Connection Control Program, Spill Response Program and Preventative Maintenance Program;
- Responsible for complying with OSHA, DOL, and ensuring a safe and drug free work place;
- Works under general leadership;
- Conduct quarterly meetings for each team member under your leadership;
- Prepare/monitor training and development plans for each team member under your leadership;
- Review, approve and forward to your Mentor a timely and accurate timesheet for all team members mentored by you for payroll purposes;
- Properly code all invoices and forward to accounting for payment;
- Review and approve service and work orders completed by your team and ensure proper documentation;
- Collaboratively work with others to schedule 24/7 on-call coverage of the assigned Region ensuring appropriate disciplines are covered;
- Provide on-call duty as necessary;
- Participate in company meeting;
- Participate in activities of various professional organizations, and attend seminars and training courses when necessary to maintain technical competency;
- Participate on company committees and programs, as required;



## Envirolink, Inc.

### POSITION DESCRIPTION

#### Maintenance Manager

---

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrate the Key Behaviors centered around the company's core values of Character, Care, Professionalism and Excellence;
- Ability to foster a culture that promotes a proactive approach to completion of duties and responsibilities with an emphasis on quality;
- Ability to effectively manage people within the company's vision, mission and core values;
- Ability to work as a value added team member and to collaborate with other towards a common goal or vision;
- Knowledge of industry standards and best practices;
- Ability to effectively lead others through a change environment;
- Ability to develop and manage budgets;
- Technical competence in area of responsibility;
- Sound computer skills;
- Sound technical writing skills;
- Ability to foster a dynamic change oriented Team;
- Ability to identify a bottleneck; possesses process orientation – can think big picture;
- Ability to identify root causes;
- Ability to network with resources necessary to remove barriers;

#### **BUDGETARY RESPONSIBILITIES:**

This position requires the development and management of the Company's Maintenance Services Budget and Programs. In addition, this position includes quoting projects and obtaining client approvals prior to initiation of tasks.

This position works closely with Capital Projects and Operations to develop and administer operating and capital budgets for the Company's clients.

#### **MINIMUM POSITION QUALIFICATIONS:**

- US Citizen. E-Verification required;
- No felonies or major misdemeanors;
- Associate Degree in technical or scientific discipline. High school diploma or equivalent will be considered with extensive experience in utility or public works industry;
- Possession of two or more licenses in water and/or wastewater;
- Prior leadership experience;
- Five (5) years in the utility construction, water, and/or wastewater industry;
- Excellent communication skills required including demonstrated fluency with reading, writing and speaking the English language;
- Good math skills;
- Must possess and maintain a valid Driver's License;
- Commercial Driver's License endorsement, preferred;



## Envirolink, Inc.

### POSITION DESCRIPTION

#### Maintenance Manager

---

- Trenching and Shoring Competent Person Training and Certification Required;
- Confined Space Entry Training and Certification Required;
- Envirolink, Inc. is a drug-free work place. Initial and random drug testing is required.
- Successful candidate must submit to pre-employment physical examination/medical history check;
- Must pass a pre-employment criminal background check;
- CPR and First Aid certification must be obtained within 12 months of date of hire.

May include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.

NOTE: Reasonable accommodations will be made to enable individuals with special needs to perform the essential functions.

#### **Acknowledgement of Receipt of Job Description**

I acknowledge receipt of the job description pertaining to **my** specific job. I read and understand the requirements of this position and acknowledge I am able to perform/meet all the essential job functions with or without reasonable accommodations.

This job description does not constitute an employment agreement between the Envirolink and team member, and is subject to change as the needs of the employer and requirements of the job change.

<b>Print Name</b>	
<b>Signature</b>	
<b>Date</b>	