



Envirolink, Inc.
POSITION DESCRIPTION
Maintenance Supervisor

DATE:	November 21, 2018
POSITION TITLE	Maintenance Supervisor
GRADE LEVEL	055
To be evaluated By Officer	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.
REPORTS TO	Area Manager

GENERAL FUNCTION:

The Maintenance Supervisor – 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:

- Manages the preventive and corrective maintenance of water & wastewater systems, and municipal public works related service inside of assigned Region;
- Oversees the preventive and corrective 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 preventive and corrective 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;
- 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.;
- Ensures the proper administration of contracts and work performed by outside contractors;
- Organize the daily activities of the service team members in the Region in order to best meet service objectives, regulatory requirements and company goals;



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- Responsible for managing the daily activities of staff to ensure Key Performance Indicators are achieved;
- 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;
- Provide on-call duty as necessary;