



## JOB DESCRIPTION

Title: Maintenance Manager  
Reports to: Director of Operations  
Full-time, Exempt position  
Salary Wage Range: \$75,982 – 107,286  
Hiring Wage Range: \$75,982 - \$89,350

### SUMMARY:

Responsible for the reliable operation of all NEW Water's process equipment and buildings and grounds at two wastewater treatment facilities and the associated interceptor collection system. Responsible for managing and supervising all Maintenance staff including the Electrical & Instrumentation (E&I) Team Leader, Mechanical Team Leader, Planner/Scheduler, E&I Technicians, Maintenance Mechanics, Utility Workers, Inventory Control Specialist, Utility Helper, and seasonal staff. Ensures the timely execution and completion of work orders and the availability of equipment, inventory supplies, and personnel to meet the needs of other divisions and departments. Oversees and monitors daily maintenance work requests to ensure they are addressed in a timely fashion, with attention to detail and quality, for the continued reliability of NEW Water's equipment.

Accountable for meeting the training needs of the Maintenance staff and for evaluating the technical capabilities of each individual in the Maintenance Department. Work direction is received through the Director of Operations and is performed under general direction, with work being reviewed through conferences, observation of results and reports generated from the Computerized Maintenance Management System (CMMS). This individual is responsible for providing quality service to internal and external customers to ensure that NEW Water is fulfilling all regulatory and environmental compliance obligations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages Maintenance Program and Inventory – Manages, coordinates, and supervises the daily activities of all aspects of the Maintenance Department. Communicates maintenance and inventory strategies with internal and external customers of NEW Water. Evaluates existing preventive and predictive maintenance activities to ensure efficiency and cost effectiveness. Identifies practices that need improvement, implements changes, and analyzes results to improve the reliability of NEW Water's equipment and minimize emergency repairs. Monitors the condition of plant equipment to ensure it is operating at maximum efficiency. Manages the operation of the CMMS to ensure the accuracy of system information, necessary security, and easy access for all users. Ensures that NEW Water's buildings and grounds are kept in proper condition for the safety of employees and the general public. Maintains on-call availability for emergencies. Oversees and reviews the purchasing of direct materials, equipment, supplies and services, and analyzes and reviews the disbursements of all additions to inventory. Collaborates with other departments in coordinating and implementing inventory and purchasing controls, and implementing policies/procedures that are compliant with NEW Water's accounting principles. Maintains a high degree of safety awareness and ensures all maintenance and warehousing functions are performed in a safe manner according to NEW Water's Safety Programs and Policies. (50%)

Long-Range Planning, Projects, and Teams – Coordinates long-range planning and special projects between departments and with other divisions. Researches new equipment, methods, and practices to improve the overall efficiency of the Maintenance Department. Designs, modifies, and coordinates improvements to existing equipment to ensure its continued reliability. Participates in the design review and construction coordination of new or enhanced facilities. Ensures that electrical, instrumentation, and mechanical maintenance and design considerations are integrated into plant construction and renovation projects. Works in collaboration with other departments to ensure that inventory levels are set appropriately while maintaining inventory control. (20%)



Training, Evaluations, and Staffing – Evaluates the job performance of all Maintenance Department staff and ensures compliance with NEW Water’s policies and procedures. Updates position descriptions and advancement criteria, makes recommendations for promotion, and administers disciplinary procedures. Manages the Maintenance Department Apprenticeship Program. Plans, schedules, and provides training opportunities to improve the overall knowledge of the Maintenance staff. Maintains professional and technical knowledge by attending training sessions, educational opportunities, and reviewing professional publications. (10%)

Assists the Director of Operations in determining staffing needs and proactively develops succession plans for Maintenance Department staff. Interviews applicants for new or vacant positions and makes recommendations to the Director of Operations for possible hire. Hears grievances and recommends solutions consistent with the principles of effective employee relations. Makes recommendations for promotions/discipline. Reviews and approves leave requests and bi-weekly payroll, and accommodates requests for flexible work schedules. (10%)

Budgeting and Requisitioning – Assists the Director of Operations in the preparation of the Maintenance Department budget. Manages expenditures for in-house and contracted maintenance activities to ensure budget compliance. Monitors and approves requisitions and purchases from the Maintenance Department. Approves all inventory purchases, reviews inventory stock levels and usage to ensure the availability of parts and to help control inventory costs. (10%)

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge – Comprehensive knowledge of the principles, practices, methods, materials, and equipment used in equipment and facility maintenance. Considerable knowledge of effective and efficient predictive and preventive maintenance work practices. Strong knowledge of the theories, principles, and practices involved in the design, operation, and maintenance of electrical power distribution systems, instrumentation and control systems, pump, compressor, conveyance, hydraulic, pneumatic, boiler, and HVAC systems. Strong knowledge in inventory management control.

Considerable knowledge of the principles and practices of effective supervision and management. Demonstrated knowledge of OSHA regulations, specifically confined space entry standards (OSHA 1910.146), lockout/tag out procedures (OSHA 1910.147), respiratory protection (OSHA 1910.134), and hazard communications, including Hazard Communication (OSHA 1910.1200).

Skills and Abilities – Considerable ability to plan, schedule, supervise, and evaluate the work of Maintenance Department staff. Demonstrated ability to provide leadership and guidance to others. Must possess the ability to communicate effectively, both orally and in writing. Must display a strong ability to establish and maintain effective working relationships with internal and external customers. Considerable ability to understand, follow, and handle highly complex policy, procedural, and/or technical problems.

Considerable ability to keep accurate records and prepare detailed reports from such records. Considerable experience using computers, common software, and the CMMS. Must have the ability to work independently and possess good problem resolution skills. Must possess a current and valid Wisconsin motor vehicle operator’s license.

Demonstrated ability to implement and evaluate plant safety and security procedures.

**QUALIFICATIONS:**

This position requires a Bachelor's degree in a technical discipline such as Mechanical or Industrial Engineering and a minimum of eight years progressively responsible experience in maintenance functions, or an Associate's degree in Instrumentation, Electronics, or Electro-Mechanical Technology and a minimum of ten years progressively responsible experience in maintenance functions, at least two years of which are in a supervisory or manager's position or an equivalent combination of training and/or experience.



Will be required to be a sighted individual (vision corrected to 20/30) for performing job tasks, computer usage, and safety reasons.

**WORKING CONDITIONS:**

Working conditions occur both inside and outside a wastewater treatment facility environment with exposure to potentially harmful atmospheres, confined spaces, extreme weather, raw wastewater, biosolids, slippery, and dusty conditions. May have some exposure to operating mechanical devices with a potential for serious injury. Highly interactive and may require inspection of plant equipment on a daily basis. Requires working in a construction setting when involved in capital or renovation projects. Required to stand, stoop, walk, bend, crouch, crawl, sit, twist, turn, use light hand tools, use heavy power assisted tools, and work in awkward positions for limited periods. Must be able to lift 50 pounds on a minimal basis.

Some work deals with exposure to heights and the occasional use of ladders, scaffolding, or lifting equipment. The level of risk is such that it requires close attention to work details, adherence to safety programs and procedures, and the occasional use of personal protective equipment to prevent accidents or injuries.

This position requires working extended times at a desk and a computer.

**APPLICATION:**

This position description is intended to identify essential duties and also illustrates other kinds of duties that may be assigned to its incumbent. It should not be interpreted as describing all of the duties that will be required of employees or be used to limit the nature and extent of assignments that an individual is required to perform.

**Position Descriptions are subject to revision at any time at the discretion of management.**