



UTILITIES MAINTENANCE SUPERVISOR

JOB STATUS: NON-EXEMPT

DATE MODIFIED: 4/17/2025.

GRADE 16

DEFINITION

The Utilities Maintenance Supervisor is responsible for performing preventative maintenance, troubleshooting, and repairing electrical and mechanical systems, within the Utilities division, for converting and installing equipment. The Utilities Maintenance Supervisor ensures minimal downtime of equipment, maintains operational safety standards, and supports facility-wide electronical systems to ensure continuous and reliable operation. This Utilities Maintenance Supervisor performs a variety of responsible unskilled and semi-skilled maintenance, repair and electrical and mechanical work on water distribution systems, sewer collection systems, life stations, pump stations and water and wastewater facilities.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Utility Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Function:

1. Ability to understand and follow oral and written instructions.
2. Performs all work in accordance with established safety policies and procedures, including OSHA regulations.
3. Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, and production machines; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specification; troubleshooting malfunctions.
4. Locates sources of problems, using precision measuring and testing instruments.
5. Remove defective parts by dismantling devises, using hoists, cranes and hand and power tools, examining form and texture of parts.
6. Determines changes in dimensional requirements of parts by inspecting used parts, using rules, calipers, micrometers, and other measuring instruments.

7. Adjust functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.
8. Connects power supply wires to machines and equipment, and connects cables and wires between machines and equipment, following manuals, schematic diagrams, and blueprints, using hand tools and test equipment.
9. Controls downtime by informing Utilities Directors of routine preventive maintenance techniques and monitors compliance.
10. Diagnoses malfunctioning apparatus, such as transformers, motors or lighting fixtures, using test equipment, and replaces damaged or broken wires and cables, using hand tools.
11. Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.
12. Provides electronic/mechanical maintenance support through answering questions and requests.
13. Maintains continuity among the Utilities division by documenting and communicating actions, irregularities, and continuing needs.
14. Maintains a safe and clean work environment by complying with procedures, rules, and regulations.
15. Will assist in developing a utilities management department as the need to add staff arises and will be responsible for supervising any staff or contractors that work on any part/system of the utilities system.
16. Establish and maintain effective and professional relationships with work colleagues, supervisors and all the Town staff.
17. Make repairs to lift stations and pump stations; take readings if needed to ensure the operation of lift and pump stations.
18. Maintain repair and maintenance reports/activities for equipment.
19. Cleans and makes repairs, replaces gaskets, cleans wet wells, change bearings, repacks pumps and assists in more complex repairs.
20. Stocks truck with needed supplies, tools, and materials.
21. Subject to on-call and call-back work.
22. Regular and reliable attendance at the work site.

Marginal Functions:

1. Performs related duties and responsibility as required.
2. Contributing to team effort by accomplishing related results as needed.
3. Ability to schedule flexible work periods outside of the normal workday and/or be on call.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- Tools, equipment, and materials used in utilities maintenance.
- Occupational hazards and safety precautions at work.
- Municipal maintenance practices using some knowledge of water and sewer line construction and components.
- Of pumps, motors and water and sewer regulations.
- Town's water and sewer utility customer service policies.
- Traffic laws, ordinance and regulations pertaining to operations of motorized equipment.

Skill in:

- Operating various vehicles and stationary mechanical equipment safely and effectively.
- Critical thinking for issues resolution and process improvement recommendations.
- Adapting to a changing work environment, competing demands and ability to deal with frequent change, delays, and unexpected events.
- Working independently and following through with assignments with minimal direction.
- Maintenance and repair of electrical equipment.

Ability to:

- Understand and conduct oral and written instructions.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Set up a maintenance schedule for Utilities components.
- To support the ongoing development of the maintenance program.
- Supervise contractors who may work on Utilities equipment.
- Establish and maintain cooperative working relationships with those contracted in the course of work.

REQUIRED QUALIFICATIONS:

- Posses a valid Tennessee Driver's License with an acceptable driving record.
- Electrical license or the ability to obtain within 1 year.
- 2-3 years of electrical maintenance experience.

- Prior work experience with utility components.
- High school diploma or GED

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands and working environment demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

- Work will take place both indoors and outdoors.

Physical:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling talking, hearing and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently and 20 pounds constantly.
- Ability to lift 100 pounds occasionally; 50 pounds frequently and 25 pounds constantly.
- Must possess visual acuity to operate mobile equipment in a safe manner, perform mechanical and electrical tasks, and to visually inspect the work performed.

Mental:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills, read documents or instructions; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; interact with Town staff, and other organizations.

Vision:

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.