

University Area Joint Authority

Job Title: Maintenance Crew Chief

Employee Classification: Exempt Non-Exempt

Approval Date _____

Overall Objective of Job:

As a working supervisor you are responsible for the day to day supervision of the maintenance staff in order to ensure the reliability of equipment, including structural, plumbing, communications, and electrical.

Essential Functions of Job:

- Plan, assign, and directly supervise the daily work of the maintenance staff;
- Supervise the maintenance and repairs of all vehicles, equipment and emergency generators, as well as all facilities and grounds;
- Assist in maintaining records of lubrication schedules, equipment maintenance, and spare parts inventory;
- Assist in solving operational and special problems that may arise, and engage in projects relating to the treatment process;
- Other duties as assigned.

Supervision Received:

Executive Director, Assistant Executive Director, Plant Superintendent, Assistant Plant Superintendent.

Supervision Given:

Utility Person, Assistant Utility Person, Compost Operator, Laboratory Technicians; Solids Handling Equipment Operator, Waste Water/Reuse Plant Operator

Working Conditions:

- Primarily an outdoors environment with fluctuations between hot and cold, and exposure to the elements;
- Occasionally an inside laboratory/factory environment with controlled temperature, and with occasional strong odors and exposure to chemicals;

Essential Physical Demands:

- Ability to stand or walk for long periods of time;
- Ability to sit at a desk for long periods of time;
- Stretching, bending or reaching required;
- Frequent climbing of ladders may be required;
- Lift a maximum of fifty (50) pounds.

Qualifications:

A. Education/Training:

- Associate Degree in a related field
- Confined space training, air pack training and CPR training;
- Must obtain and maintain a valid Pennsylvania Class A Operators license;

B. Work Experience:

- At least five years experience in mechanical operations of a comparable treatment plant.

Knowledge, Skills and Abilities Required:

- Knowledge of computers;
- Ability to read and interpret blueprints;
- Ability to perform more than one task at any given time;
- Good verbal and written skills;
- Good organizational skills;
- Good interpersonal skills;
- Ability to understand and follow instructions;
- Self-motivated.