

NEW JERSEY
WATER SUPPLY AUTHORITY

Approved: K Dowling
K Dowling
Date: 4/16/24

JOB DESCRIPTION

Title: SUPERVISOR, FACILITIES OPERATIONS AND MAINTENANCE WSA

DEFINITION

Regularly uses independent judgment in performing work of considerable difficulty involving the supervision of the work assigned to the Facilities Operations and Maintenance Unit (grounds maintenance, facilities, auto shop, and carpenter shop). Supervises, directs, and/or participates in the work of the unit performing reservoirs/water supply system operations and routine maintenance duties at the Spruce Run/Round Valley (SR/RV) Complex, and other locations as needed, and facilities maintenance/repair duties at the SR/RV Complex including the SR/RV Administration Building, South Branch Pumping Station, various employee housing units and other locations as needed. Will be required to perform the duties of the job on an emergent basis, outside of normal work hours, as needed. Does related work as required.

EXAMPLES OF WORK

Supervises the work programs and assigned staff of the Facilities Operations and Maintenance Unit; maintenance of records of: materials and equipment used; work completed; daily and weekly work summary reports; service records of equipment, including hours of operation and history of maintenance and repairs of major items; maintenance of employee time records; employee training records, and essential records and files.

Directs the recurring grounds maintenance work programs required to ensure the clean and neat appearance and safety of all grounds, parking areas and access roadways related to the water supply operations.

Effectively recommends the hiring, firing, promoting, demoting and disciplining of employees in accordance with the Authority's policies, procedures and practices. Evaluates work performance of subordinates and completes or assists in the completion of Performance Appraisal Reviews.

May serve as a regularly scheduled Duty Officer under the Authority's Emergency Action Plan, as assigned.

Develops and supervises a computerized corrective and preventive maintenance program for all assigned operational facilities and equipment. Maintains spare parts inventory on all system facilities equipment and provides appropriate input into the computerized preventive maintenance system.

Conducts and/or supervises the regular inspections of facilities to check safety conditions, vandalism and encroachments. Reports problems via incident reports to Management and follows through to resolutions.

Supervises work to assure adherence to the Authority's Safety Program and on-the-job safety practices. Conducts safety inspections, corrects or recommends the correction of unsafe conditions, performs accident investigations and completes safety and accident reports. Is responsible for compliance by subordinates and self with safety policies and procedures and to adhere with safe methods of job performance. Acts as Site Safety Coordinator for O&M and is responsible for conducting monthly and daily safety meetings with staff as required and identifying unsafe conditions. Along with the safety coordination, is also responsible for identifying what training is required, tracking the dates and renewals of that training, implementing the required training to staff, and recommending updates and changes to Authority Policies.

Is responsible for acting as a Permit Required Confined Space Entry Supervisor under the Authority's confined space policy and conducts pre-entry meetings. Also assumes the role(s) of attendant, air quality tester, entrant, or rescue team member as required in all Authority confined spaces. May also be responsible for assisting with formal evaluation of confined spaces, including reclassification, and ensuring implementation of confined space and lockout/tagout protocols.

Prepares the annual budgets for Grounds, Carpenters Shop, Auto Shop, and Facilities, and makes recommendations in developing and/or reassessing major and long-range capital improvement program. Is responsible for budget compliance of the unit. Also must coordinate with Supervisors and Manager of the South Branch Pump Station on Department 31 budget.

Inspects and recommends the type and extent of electrical and mechanical work to be done, developing effective methods for accomplishment and estimating the time and materials if such work is to be carried out by assigned personnel. Recommends the use of outside contractors for such work, as deemed necessary.

Along with Human Resources Manager, coordinates new CDL requirements for all Authority locations and inputs all training records into the Federal Motor Carrier Registry. Completes Annual Underground Facilities Report as required by the Board of Public Utilities. Completes the Annual Hunterdon County Recycling report, and updates Solid Waste Transporter permits with the DEP for all Authority offices. Along with Engineering managers, prepares an assigned portion of the annual Master Purchase Orders. Oversees third party janitorial services for all Clinton facilities.

Reviews reports of malfunctions and inoperative tools, equipment, instruments, etc. and recommends or directs repair. Implements and oversees OSHA required inspections including but not limited to: Cranes, SCBA equipment, PPE equipment, auto shop lifts, mobile lifts, elevators, boiler inspections by the State, and radon testing.

Oversees operation of Non-Transient Non-Community well water system along with the VSWS licensed operator.

Oversees operation of the Underground Storage Tanks at the SRA building and SBPS. Coordinates inspections, repairs, and responds to emergencies. Coordinates with licensed A/B operator.

Prepares and supervises various recurring and non-recurring maintenance schedules and programs for all assigned staff and provides monthly verbal/written reports of status of these programs as required to ensure that these areas are maintained in a safe, clean and orderly condition at all times; correspondence and outline specifications for outside services and competitively bid items of materials as well as issues reports relative to requested studies and investigations.

REQUIREMENTS

Education - Must be a high school graduate or possess an equivalency certificate.

Experience -Eight (8) years experience in the operation and operational maintenance of buildings, grounds, and related facilities, or similar functioning applications; two (2) years of which must be in a supervisory capacity.

Licenses - Must possess a valid motor vehicle operator's license.

Knowledge and Abilities -

Considerable knowledge of, and familiarity with, the functions and activities involved in grounds and facilities operations and maintenance, the problems involved in organizing and in supervising operational activities and maintenance, and preventive maintenance schedules for the reservoir and building facilities; the safe and proper operation and maintenance of various tools, instruments, and other equipment: Authority's Facilities Operations and Maintenance Unit; the SR/RV Complex and related facilities maintenance; the problems involved in organizing and in supervising operations and maintenance schedules for the SR/RV Complex and other assigned locations; accepted facilities maintenance standards, procedures and methods required to oversee the successful completion of work activities and maintenance personnel; the proper storage of equipment, materials and supplies; the requirements of Public Employees OSHA for the safety of employees in the workplace.

Ability to perform basic calculations and to prepare requisitions and orders for materials; gain considerable knowledge of the overall operations and functions of the reservoir system in order to potentially function as Duty Officer; make and execute plans for the effective utilization of available funds, personnel, equipment, materials and supplies for the maintenance of designated Authority facilities; obtain a knowledge of and familiarity with the operations mechanical and electrical functions and activities of the Authority's water supply facilities, buildings and dwellings; understand plans, specifications, reports and related data concerned with the maintenance of Authority's facilities; solve specialized technical problems relative to the work of the Unit; supervise the training of Unit personnel, interpret new technical procedures, and review the work and reports of subordinates in order to ensure conformity, accuracy and adequacy; supervise assigned personnel in the proper maintenance repair and/or adjustment to Authority equipment and facilities of varied types; organize maintenance and related projects, analyze problems arising therein, and develop appropriate work programs and procedures; conduct and direct field inspections; recognize safety hazards; work harmoniously with associates, subordinates, and that portion of the public concerned with the work of the Unit; compose, review and submit clear, sound, accurate, and informative reports on routine and special technical and other matters containing findings, conclusions and recommendations; take effective independent action in emergencies; read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. American Sign language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SALARY RANGE 23: A forty (40) hour No Limit (NL) position