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Duties also include oversight of the preventative maintenance program for crafts, administrative tasks, monitoring budgets, establishing policies and procedures and a variety of personnel actions that may include hiring and disciplinary decisions, supervision, training and evaluation of staff.  Environmental Services Operations and Maintenance, Plants and Pump Stations maintains 2 award winning waste treatment plants and 49 pump stations.  ***If the below list of personal traits sounds like you, then you are just the type of person we are looking for to join our team as a Maintenance Supervisor.***   * Great customer service * Enjoy working both indoors and outdoors and in all types of weather conditions * Excellent attendance * Enjoy leading work crews as part of a team effort * Enjoys physically demanding and variety of job tasks   **The Principles that Guide Us:** At Environmental Services:    *"We believe everything we do supports healthy neighborhoods and a thriving Puget Sound, leaving a better Tacoma for all."*  We achieve this through a clear focus on our Customers, Employees, and Operations.  **Customers**: Partner with our community on customer-valued services to meet the diverse needs of our neighborhoods. **Employees**: Foster a safe culture built on trust, conversation and equity. **Operations**: Operate using best practices and innovation to meet the changing environmental and community needs.   Tacoma, the *City of Destiny*, has a workforce of dedicated, talented and open-minded employees with unique skills and perspectives.  We embrace innovation and strive for excellence and community engagement in all that we do.  The Principles that Guide Us, *Integrity, Service, Excellence and Equity,* speak to the values that we embody as City of Tacoma employees, and represent the core of our work in public service.  **Examples of Job Duties:**   * Promote and maintain a safe working environment by: emphasizing safety as the #1 priority; enforcing and monitoring sound risk management practices; ensuring all safety rules, regulations, protocols and procedures are followed, including integrating the City's 3 steps to safety protocols (Increase awareness, minimize exposure, and look for unsafe acts & conditions) at the beginning of each work day or daily assignment. * Elevate safety through targeted training on identified improvement areas. * Set up cross-functional safety teams. * Create a department-wide coordinated and integrated safety plan. * Ensure everyone knows their role, and conduct dedicated/targeted review of safety practices and policies. * Utilize a continuous improvement process to learn from the review of safety practices and policies by targeting training based on identified improvement areas. * Direct and lead the daily work activities of multi-craft journey-level personnel responsible for the execution of preventive maintenance and corrective repairs of the wastewater treatment plants and infrastructure (Central Treatment Plant, North End Treatment Plant and 49 remote pump stations). * Provide oversight of all phases of repair and maintenance to the pumping and rotating machinery, the plant hydraulic system, fabrication, machine shop, industrial pipe fitting and plumbing, new equipment installation, and the oxygen generating plant and methane gas system. * Implement, analyze, modify and assist in the development of maintenance work programs, policies and procedures for the wastewater treatment plants and pumping stations consistent with the goals and objectives as defined the Environmental and Sustainability Management Systems and Asset Management best practice.  Maintenance programs include, but are not limited to, preventive, predictive, corrective, pump stations, custodial, painting and facilities. * Authorize and coordinate the purchase of tools, materials, goods, and/or services with the Maintenance Planner, Warehouse Supervisor and Purchasing to facilitate the timely repair, maintenance, and construction of the wastewater plant and pumps stations, and to ensure the safety of personnel. * Actively participate in the hiring and selection to assure highly competent maintenance employees who will help to foster a safe culture built on trust, conversation and equity. * Assure all job expectations are well understood and all employees have the resources they need (e.g. materials, equipment, skills, etc.) to perform their work properly and successfully. * Regularly evaluate the performance of assigned personnel and provide ongoing and timely feedback, coaching and mentoring to support excellent job performance and success on the job. * Provide regular documentation of persistent performance issues when necessary, including records of conversation and disciplinary recommendations. * Ensure training of all maintenance staff in standard and complex maintenance activities.  Work with Training Coordinator to develop standardized on-the job and training modules for work group classifications. * Build and manage productive Union relationships by working collaboratively with union representatives to resolve work issues and grievances and by working with the Shop Steward to administer the weekly standby volunteer process. * Within the maintenance team grow a culture of compassion and respect that embraces teamwork and continuous improvement. * Create strong morale and trust within the maintenance team by promoting cooperation, camaraderie, and encouraging open communication. * Develop and maintain collaborative working relationships with the Maintenance Division, Operations, Engineering, Transmission, Business Operations, Environmental Compliance, TAGRO and other work groups to coordinate section maintenance activities and resolve planning, scheduling and other issues. * Answer questions and provide information related to complex and technical projects including troubleshooting, problem identification, problem resolutions, approving expenditures, handling complaints and providing technical expertise around programmatic elements. Recommend repair methods and equipment modifications. * Prepare and maintain data, records and reports to evaluate equipment and system performance in support of the Asset Management Program and help make data driven decision-making. * Ensure quality assurance and adherence to business process for identified programs by monitoring trends and key performance measures as identified by industry/maintenance best practice and collected data. Periodically audit documentation and verify expectations for proper documentation are being followed and contributing appropriately to the measurements. * Monitor/evaluate the division budget to ensure expenditures are within projections. * Implement emergency contingency plans to respond to natural disasters, power outages, equipment failures, and system overflows.   **Physical Requirements and Working Conditions:** Work is generally performed in an office environment or other work areas throughout the treatment plant and pumping stations. These other areas may include hazardous conditions such as exposure to dangerous chemicals, confined spaces, and explosive gases, high voltages, exposure to raw sewage, large rotating machinery and equipment including high noise levels, and working in all kinds of weather conditions. This position may be required to work standby.   **City of Tacoma Commitment to Diversity and Inclusion** Tacoma's diversity is its greatest asset. Tacoma embraces its multi-cultural and multi-ethnic character. Communities of color and immigrant communities are fundamental to Tacoma's entrepreneurial spirit, workforce, and long-term success. In Tacoma, equity and empowerment are top priorities, meaning that all Tacoma residents must have equitable opportunities to reach their full potential and share in the benefits of community progress.  One of our goals is for the City of Tacoma workforce to reflect the community it serves. We actively work to eliminate racial and other disparities and welcome candidates with diverse backgrounds and/or multicultural skill sets and experiences. Our goal is for Tacoma to be an inclusive and equitable place to live, work, and play. | |  |  | | **QUALIFICATIONS:** | Associate's degree in Engineering or certification as a journey-level Industrial Maintenance Mechanic, Electrician or Instrumentation Technician with training in industrial Maintenance Management and Process Control Automation  **AND**  Four years' experience supervising multi-craft personnel in a wastewater treatment industry setting  **OR**  Eight years of experience in a journey-level craft or engineering field, **including** four years as a lead supervising journey-level craft trades or the equivalent engineering field | |  |  | | **KNOWLEDGE & SKILLS:** | * Engineering techniques and principles as they relate to wastewater treatment and process control, system engineering, construction and system modification and process control automation * Implementation of an industrial preventative maintenance program. (Mechanical, Electrical and Instrumentation) * Electrical power distribution systems (high, medium, and low voltage) * All phases of maintenance and repairs on electrical motors, pumping and rotating equipment/machining, industrial pipefitting and fabrication piping, and hydraulics * Motor controls and relay logic, industrial instrumentation, industrial computerized system hardware and software maintenance, and the ability to read and analyze process control/PLC ladder logic * Supervisory control and data acquisition system operation and maintenance * Safe use and handling of chemicals used in the wastewater treatment plant * Analytical skills necessary to evaluate and resolve difficult technical problems relating to motor controls, process control and Programmable Logic Controllers, pumping and rotating machinery and hydraulics in the wastewater treatment plants and pumping stations * Excellent management and supervisory skills, including planning, organizing, scheduling, establishing work priorities, and working on multiple projects in a diverse work environment * Strong oral and written communication skills * Interpersonal skills including tact, patience and courtesy * Establish and maintain cooperative and supportive working relationships with others * Disseminate technical information in non-technical terms to non-technical personnel * Read, interpret, apply and explain codes, rules, regulations, policies and procedures * Analyze situations accurately and adopt an effective course of action * Work independently with little direction and meet schedules and time lines * Work safely and cooperatively with coworkers and the public | |  |  | | **SELECTION PROCESS & SUPPLEMENTAL INFORMATION:** | **Our City:** With a population over 200,000, Tacoma is the second largest city in the Puget Sound region, gracing the shores of Commencement Bay. We are a diverse, progressive, international city that serves as a gateway to the Pacific Rim and the rest of the world.  Named one of the most livable areas in the country by Livability.com, Tacoma and the surrounding area is a playground for outdoor and maritime enthusiasts. Our businesses are vibrant, our parks are beautiful, our schools are exceptional and our housing is affordable.   When you work for the City of Tacoma you'll enjoy a healthy work/life balance, continuing education programs, leadership pathways, wellness incentives and a total rewards benefits program. We welcome you to take a look at our website and discover how the City of Tacoma can make your next career move part of our combined destiny <http://www.cityoftacoma.org/>  and <http://www.traveltacoma.com/>  The City of Tacoma believes that each employee makes a significant contribution to our success.  This job description is designed to outline primary duties, qualifications and job scope.  The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.  Interested individuals must **complete the online application and attach**a detailed resume and cover letter that includes major responsibilities and accomplishments related to this position.   Candidates who are eligible for Veteran's Preference scoring criteria must attach a copy of their DD-214 member copy 4, (proof of military discharge form) **at time of application**, to be eligible for review for Veteran's Preference, with redacted birth date and social security numbers.  Candidates who meet the minimum qualifications for this recruitment will have supplemental questions #8-13 reviewed and scored as the Experience and Training test that will be used to establish the Eligible List for this position.  Candidates who pass this test with a minimum score of 70% or higher will be placed on an Eligible List for hiring consideration for a period of one year.  Any vacancy that comes up within the one year period of time will draw from candidates on the Eligible List for potential interview selection.   The interview process may include a written assessment.   **Per City of Tacoma Personnel Management Policy #170, the City of Tacoma is a drug-free work environment.  Appointment is subject to passing a pre-employment background check, a pre-employment medical exam, drug screen and physical ability test, and references check. This position is covered by a Labor Agreement between the City of Tacoma and Local 160. The Collective Bargaining Agreement can be viewed via this link:** <http://cityweb/Gnet/Departments/HR/Labor/Documents/160%20Supervisors%202017-2019%20Final%20signed%20copy.pdf>  Questions regarding this announcement may be directed to the Human Resources Department at 253.591.5400 before the closing date. | | | |  | | --- | | APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: [http://www.cityoftacoma.org](http://www.cityoftacoma.org/)  ALTERNATIVE FORMAT MAY BE OBTAINED AT: Human Resources Department  747 Market Street  Tacoma, WA 98402-3764 253-591-5400   An Equal Opportunity Employer | | |