

CITY OF BETHLEHEM

DEPARTMENT OF WATER AND SEWER RESOURCES INTEROFFICE MEMORANDUM

TO: Robert J. Donchez, Mayor
FROM: Edward J. Boscola, PE, Director of Water and Sewer Resources
RE: Request to Fill Vacant Positions
DATE: February 19, 2015

The Department of Water and Sewer Resources is requesting your approval and submission to City Council to fill the following three (3) vacant TAMS positions:

Maintenance Supervisor, Water Filtration Plant – Job Class 28T – Pay Range \$50,228.28 - \$70,622.57

Maintenance Supervisor, Wastewater Treatment Plant – Job Class 28T – Pay Range \$50,228.28 - \$70,622.57

Meter Shop Foreman – Job Class 23T – Pay Range \$39,530.90 - \$55,327.61

Each of these positions was vacated in 2014 due to employee retirements. The job descriptions for each position are attached for your review.

Should you have any questions or wish to meet with me on this request please feel free to contact me.

Thank you.

Copies to: D. Brong
M. Cichocki
File

By:

Edward J. Boscola



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

HUMAN RESOURCES

HR Phone: 610-865-7015

JOB DESCRIPTION

Job Title: Maintenance Supervisor

Bureau: Wastewater Treatment Plant

Department: Water and Sewer Resources

Reports to: Plant Superintendent

Union Status: TAMS (28T)

Exempt/Non-Exempt:

Compensation: 80 Hrs. /260 Days/8 Hrs. /Day

Position Summary: Responsible for the performance of the physical (mechanical, electrical, buildings and grounds) and technical (electronics, computer, SCADA, PM, CMMS) maintenance of the Wastewater Treatment Plant. Supervises the maintenance staff.

Qualifications: Ability to supervise a wide variety of personnel.
Thorough knowledge of the physical and technical maintenance requirements of wastewater treatment facilities.
Ability to plan, organize, direct and coordinate assigned projects.
Positive leader, thorough and dependable with the ability to work both independently and as a member of a team.
Thorough knowledge of safety, ability to take instructions, formulates plans of action, and ensures their compliance. Working knowledge of regulatory laws and rules.
Knowledge of Windows Operating Systems, Predictive/Preventative Maintenance Programs, Computerized Maintenance Management Systems and SCADA Control Systems.
A minimum of eight years of progressively responsible experience in the maintenance and repair of heavy mechanical equipment as used in a wastewater treatment plant, at the journeyman or master level.
A minimum of three years experience as a Supervisor or Foreman.
Or a combination of equivalent education and experience to perform duties.
Possess a high school degree, BS/BA in natural or physical sciences, engineering, or management preferred. Possess a Pennsylvania Driver's License.
Possess a PADEP Class A-1 Operator Certification or the ability to obtain certification within three years.

Essential Functions: Plans, schedules, and supervises the physical and technical maintenance work of the plant to make effective use of employees, equipment and materials, within an approved budget and quality standards. Prepares reports as required.

Other Duties: Plans, schedules, and supervises the mechanical, electrical, and technical maintenance.
Advises the Plant Superintendent on all matters pertaining to plant maintenance to ensure efficient and effective functioning of all plant facilities.
Reviews the operating needs of the plant with the Operations Supervisor and develops procedures and programs for the maintenance of the plant. Makes personal observations to analyze plant and equipment conditions and recommends corrective measures when and where needed.
Serves as acting Operations Supervisor, as needed. Supervises the operations staff in addition to the Maintenance staff.
Assigns employees to jobs, instructs them in proper and safe performance of work, and familiarizes them with rules and regulations and enforces same.
Directs the training of maintenance personnel and assists Plant Superintendent in resolving personnel problems, grievances and issues.
Prepares parts list and orders recommended spare parts to minimize downtime for all plant maintenance and house keeping.
Assists in administering plant fiscal matters and participates in special projects and in the preparation of reports and budget, reviews operational records and data, and develops recommendations.
Other related duties as required.

Physical Requirements:

Working Conditions:

Safety Sensitive Requirements:

Training:

Revised:



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

HUMAN RESOURCES

HR Phone: 610-865-7015

JOB DESCRIPTION

Job Title: Maintenance Supervisor, Water Treatment Plant

Bureau: Water Supply & Treatment

Department: Water & Sewer Resources

Reports to: Superintendent, Water Supply & Treatment

Union Status: TAMS (28T)

Exempt/Non-Exempt:

Compensation: 80 Hrs. /260 Days/8 Hrs. /Day

Position Summary: Responsible for the supervision and performance of the physical (mechanical, electrical, plumbing, buildings and grounds) and technical (electronics, computer, SCADA, PM, CMMS) maintenance of the Water Treatment Plant to insure the production of water in sufficient quantities and qualities to meet system requirements. Supervises the Relief Operators and other maintenance personnel.

Qualifications: Ability to supervise a wide variety of personnel.
Thorough knowledge of the physical and technical maintenance requirements of water and/or wastewater treatment plants.
Ability to plan, organize, direct and coordinate assigned projects.
Positive leader, thorough and dependable with the ability to work both independently and as a member of a team.
Thorough knowledge of safety, ability to take instructions, formulates plans of action, and ensures their compliance. Working knowledge of regulatory laws and rules.
A minimum of eight years of progressively responsible experience in the maintenance and repair of heavy mechanical equipment, at the journeyman or master level.
Extensive mechanical, electrical and plumbing experience.
Knowledge of Windows Operating Systems, Predictive/Preventative Maintenance Programs and Computerized Maintenance Management Systems.
Knowledge of computer data bases such as work orders, purchase orders and inventory.
Knowledge of SCADA Control Systems.
A minimum of three years prior supervisory experience, especially with a union workforce, as a Supervisor or Foreman.
Or a combination of equivalent education and experience to perform duties.
Possess a high school degree or equivalent and BS/BA in natural or physical sciences, engineering, or management or Associate Degree in Electricity, Electronics or Mechanics preferred. Possess a valid Driver's License.
Possess a PA DEP Class WA-2,7,8,10,11 Water Operator Certification or the ability to obtain certification within four years. A certified incumbent must obtain certification within one (1) year for the Water Sub Classifications of any additional treatment added at the Water Filtration Plant.

Essential Functions: Plans, schedules, performs and supervises the physical and technical maintenance work of the plant to make effective use of employees, equipment and materials, within an approved budget and quality standards. Prepares reports as required.

Other Duties: Plans, schedules, supervises and trains others in mechanical, electrical, plumbing and technical maintenance.
Advises the Operations Supervisor on all matters pertaining to plant maintenance to ensure efficient and effective functioning of all plant facilities.
Reviews the operating needs of the plant with the Operations Supervisor and develops procedures and programs for the maintenance of the plant. Makes personal observations to analyze plant and equipment conditions and recommends corrective measures when and where needed.
Serves as acting Operations Supervisor, as needed. Supervises the operations staff (Acting Operators/Operators) in addition to the Maintenance staff (Relief Operators) and other maintenance personnel.

Assigns employees to jobs, instructs them in proper and safe performance of work, and familiarizes them with rules and regulations and enforces same.
Directs and trains maintenance personnel in the operation and maintenance of plant equipment and assists the Operations Supervisor and Superintendent Water Supply & Treatment in resolving personnel problems, grievances and issues.
Prepares parts list and orders recommended spare parts, maintenance materials and supplies to minimize downtime for all plant maintenance and house keeping.
Schedules and supervises the work of outside maintenance personnel as required.
Assists in administering plant fiscal matters and participates in special projects and in the preparation of reports and annual maintenance budget, reviews operational records and data, and develops recommendations.
Maintains employee attendance records and performs payroll data entry.
Establishes and maintains a preventative maintenance program.
Willingness to be on-call or available on off-hours to answer question/address problems.
Other related duties as required.

Physical Requirements: Ability to bend, stoop, kneel, twist, climb, lift moderate to heavy items and meet other physical requirements on an as needed basis. Ability to work in inclement weather.

Working Conditions:

Safety Sensitive Requirements: Ability to climb ladders, wear an Air Pak or Mask/Cartridge, no allergies to chemical odors.

Training: Willingness to attend training classes.

Revised: October 28, 2014

Meter Shop Foreman – 23T

GENERAL STATEMENT OF DUTIES: Plans and oversees the work related to meter reading and repair; does related work as required

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class oversees the work associated with the prompt and accurate reading and repair of water/sewer meters. This position involves working with both internal staff as well as the community therefore the incumbent is expected to act in a professional, polite, courteous and respectful manner at all times. The work is performed under the general supervision of the Manager of Commercial Operations.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and schedules work for Meter Readers and Repairmen ensuring that work is completed in a timely manner.

Monitor weekly progress of meter readers

Maintains meter inventory including ordering meters and material as appropriate

Handles customer complaints

Coordinates calibration of meters and annual certification of testing equipment

Inspects work in progress and oversees the testing of meters to ascertain operating efficiencies

Responsible for input of payroll information and associated responsibilities

Keeps records and makes reports of all meter reading and repair activities.

Creates and issues work orders as appropriate.

Coordinate all Hydrant adaptor permits.

Coordinate activities associated with new water applications.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the methods, materials, tools, and equipment used in water meter repair; good knowledge of operation of repair shop; ability oversee and supervise the work of others, ability to keep records and make reports. Physical ability to walk, lift moderate weight, climb, bend, stoop. Ability to work nonstandard hours and/or overtime including work in inclement weather. General knowledge of Microsoft office products.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience as a meter repairman and completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.