



Envirolink, Inc.

POSITION DESCRIPTION

Leader - Maintenance

DATE:	January 22, 2014
POSITION TITLE	Leader - Maintenance
GRADE LEVEL	045
To be evaluated By Officer	The responsibilities of this position will involve access to information that may be considered confidential, private and sensitive. Therefore, the individual filling this position will be required to both allow and pass a background check.
REPORTS TO	Operations or Maintenance Senior Leader

Position Profile:

The Team Member assigned to this position are responsible for managing services related to municipal services (e.g. Public Works) and utilities on behalf of the company's clients as assigned. This position may lead team and routinely performs complex technical and administrative assignments including analyzing/evaluating data, develop operation and capital budgets, and may act for the Operations Leader as directed. The person in this position is responsible for reporting monthly activities to the council, commissioners, and others.

PRIMARY RESPONSIBILITIES:

- Responsible for maintaining an open, collaborative, team oriented work environment with Peers, Leaders, Management, and team members;
- Responsible for personal development of each Team Member and themselves with an emphasis on the development of character, personal development, ability to obtain results, interpersonal skills, and ability to lead change;
- Ability to operate sewer CCTV equipment, jetting equipment and vacuum trucks;
- Ability to function as an operator for one or more distribution, or collection systems;
- Execute activities associated various public works activities such jetting, CCTV operation, leaf & limb pickup, etc.;
- Works with various company departments to ensure the timely completion of various tasks, including mowing, ROW clearing, sewer line cleaning, etc.
- Acts as a thought leader and assumes responsibility for one or more programs related the operation and maintenance of water and/or wastewater utility system operation and maintenance;
- Acts as a Lead and coordinates crews that perform installs, inspections, operations and provides ongoing maintenance and repair of water and wastewater distribution and collection systems, equipment, and facilities;
- Coordinates with office team members on the preparation of reports that may include but not limited to: CCTV, Jetting, cleaning, MOR, etc;
- Oversees and executes operations and maintenance activities associated with the water distribution system and wastewater collection facilities, including main lines, valves, service lines, hydrants, pumps, reservoirs, motor control centers, automatic



Envirolink, Inc.

POSITION DESCRIPTION

Leader - Maintenance

control valves, cleanouts, lift stations, manholes, odor control facilities, pressure and chemical booster stations;

- Executes preventive maintenance programs for various water and wastewater facilities; including pump efficiency tests, automatic control valves, motor control centers, gas engines, pump and chemical buildings and structures, fences and gates, lighting, landscaping, paving, testing and repair of production meters, etc.;
- Ensures completion of work assignments within specified deadlines, without delays;
- Notify mentor or other team members, as appropriate, of activities that result in interruption of customer service, non-compliance with state or company policies/procedures, near misses, accidents, safety issues, major equipment failures/repairs, ALL sanitary sewer overflows, water quality or availability issues and necessary corrective actions;
- Ensure compliance with the State standards pertaining to the operation and maintenance of water distribution or wastewater collection facilities under their responsibility;
- Coordinate response to service interruptions and customer requests with the office team to provide prompt, courteous and efficient dispatch of company resources;
- Ability to perform all duties described for Service Technician I and II - Maintenance;
- Coordinates the completion of daily work assignments, ensuring activities are performed in compliance with all Envirolink, Federal and state safety regulations and procedures;
- Trains Team members in the proper use of materials, equipment, hand tools and procedures;
- Keeps daily time records and ensures data entry to monitor time, materials/equipment utilized of projects underway and completed;
- Ensures that safety precautions and procedures are followed in various work activities and instructs subordinates;
- Operation of heavy machinery including dump truck, backhoe, excavator, dozer, Vactor truck, sewer jetter and CCTV equipment;
- Analyzes and evaluates pump equipment, trouble shooting malfunctions, and monitoring of water/wastewater operations;
- Notifies Mentor/customers of scheduled and emergency outages;
- Develops knowledge of system operations, control settings, and plant/lift station operations;
- Prepare monthly report of activities and presents report to client or client's board;
- Ability to manage and execute various programs related to municipal service and utilities;
- Reads and interprets technical and operational documents, manuals, blueprints, and diagrams;
- Familiar with all aspects of field activities related to water, wastewater and public works functions;



Envirolink, Inc.

POSITION DESCRIPTION

Leader - Maintenance

- Familiar with all aspects of the water distribution and wastewater collection/treatment/disposal systems;
- Performs other duties as assigned;
- Works under general leadership;
- Technical expert in one or more disciplines related to the operation and maintenance of water distribution, wastewater collection and/or Cross Connection;
- Accountable for technical problem solving;
- Executes preventive and corrective maintenance programs for water distribution and wastewater collection facilities;
- Coordinate shut downs for job starts, including delivery of written notification to customers of water outages and work to be performed, and the proper follow up communication of same;
- Communicates, both orally and written, with local officials, company management and team, customers, and others;
- Performs daily activities in order to best meet service objectives, regulatory requirements and company goals;
- Responsible for the proper execution of service orders, work orders, and projects on time and on budget;
- Attends safety meetings and communicates safety issues to Mentor;
- Responsible for executing work assignments in compliance with OSHA, DOL, and ensuring a safe and drug free work place;
- Attend quarterly meetings with your supervisor and those team members under your leadership/guidance to discuss opportunities, challenges, areas for improvement, and progress towards goals and development plan;
- Document on a company approved time sheet, daily activities in accordance with established company accounting procedures, using company approved account codes;
- Provide effective leadership/guidance to team members;
- Conduct Continual Performance Feedback to employees under your supervision;
- Develops and maintains an effective relations with all Envirolink Team Members;
- Lead the administration of contracts and work performed by outside contractors;
- Attend community functions, participate with community service organizations and interface with client officials;
- Provide on-call duty;
- Participate in company meeting;
- Participate in activities of various professional organizations, and attend seminars and training courses when necessary to maintain technical competency;
- Participate on company committees and programs, as required;
- Act as liaison between Company and regulatory officials, clients and customers
- Available for duty 24 hrs a day, 365 days per year;
- Performs miscellaneous job-related duties as assigned.



Envirolink, Inc.

POSITION DESCRIPTION

Leader - Maintenance

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively manage projects & a crew within the company's vision, mission and core values;
- Knowledge of industry standards and best practices;
- Knowledge of water distribution and wastewater collection operation and maintenance principals and best practices;
- Able to understand the importance of documentation and procedures and ensure to instill this trait in others;
- Ability to use appropriate tools and diagnostic equipment as it relates to the operation and maintenance activities related to water distribution and wastewater collection systems;
- Ability to diagnose and repair water distribution, wastewater collection and customer oriented issues;
- Ability to work with computers;
- Ability to use hand and power tools applicable to trade;
- Ability to read commercial blueprints;
- Ability to read, understand, follow, and enforce safety procedures;

MINIMUM POSITION QUALIFICATIONS:

- US Citizen. E-Verification required;
- No felonies or major misdemeanors;
- High school diploma or equivalent;
- Five (5) years of progressively responsible experience leading assignments and personnel in the areas of field operations programs and water systems maintenance.
- Possession of one or more water and/or wastewater operator licenses;
- Must possess and maintain a valid State's Driver's License;
- NASSCO Certification or ability to obtain within 6 months;
- Commercial Driver's License endorsement or ability to obtain within one(1) year;
- Excellent communication skills required including demonstrated fluency with reading, writing and speaking the English language;
- Good math skills;
- Envirolink, Inc. is a drug-free work place. Initial and random drug testing is required.
- Successful candidate must submit to post offer, pre-employment physical examination/medical history check;
- Must pass a pre-employment criminal background check;
- CPR and First Aid certification must be obtained within 12 months of date of hire.

May include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.



Envirolink, Inc.
POSITION DESCRIPTION
Leader - Maintenance

NOTE: Reasonable accommodations will be made to enable individuals with special needs to perform the essential functions.

Acknowledgement of Receipt of Job Description

I acknowledge receipt of the job description pertaining to **my** specific job. I read and understand the requirements of this position and acknowledge I am able to perform/meet all the essential job functions with or without reasonable accommodations.

This job description does not constitute an employment agreement between the Envirolink and team member, and is subject to change as the needs of the employer and requirements of the job change.

Print Name	
Signature	
Date	