



## Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | [good.jobs@uosa.org](mailto:good.jobs@uosa.org)

### **WASTEWATER MECHANICAL ASSISTANT MANAGER**

Operations & Maintenance Division

(Internal ID #3502)

Grade 29 | \$53,956.08-\$90,005.06\*

**Close:** Opened Until Filled

#### **GENERAL STATEMENT OF DUTIES:**

The **Mechanical Systems Assistant Manager**, under the under general direction of the Mechanical Systems Manager, supervises highly skilled Mechanical Systems staff. The Assistant Manager aids the Section Manager in the planning, management, administration and work accomplishment of the activities of the Mechanical Systems Section. Is exposed to a wastewater biological and chemical hazardous environment, confined spaces, or the hazards of rotating and moving machinery.

#### **DISTINGUISHING FEATURES OF CLASS:**

The Assistant Manager position requires master-level experience performing mechanical maintenance tasks in a safe and efficient manner, and good leadership skills. The Assistant Manager oversees the installation and preventive, predictive and corrective maintenance of, including but not limited to, pumps, piping systems, plumbing systems, valves, mobile and heavy equipment, supply and exhaust fans, boilers, carbon regeneration furnace, compressors, and gear reducers. Manages contractors and exercises supervision. The Assistant Manager fills in as the Section Manager when the Section Manager is absent. Provides coordination with and supports other sections and organizational functions as required.

#### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Must have extensive knowledge of the methods, practices, tools and materials used in mechanical maintenance and repair of stationary engines, pumps, furnaces, and other heavy plant equipment
- commonly found in a wastewater treatment facility and pump stations. Must be proficient in different welding techniques;
- Must be able to work with 12 to 24 V DC for mobile equipment, and have basic knowledge of electricity for up to 480 V (including using voltmeters) as it applies to other mechanical equipment;
- Must have expert knowledge in the installation and repair of all types of piping and plumbing systems (water, air, oil, gas, chemical, steam and sewage) and piping materials, valves and components.
- Must have thorough knowledge of occupational hazards and necessary safety precautions applicable to mechanical maintenance and repair work;
- Must have the ability to interpret, prepare, review, and work from drawings, specifications, equipment manuals, O&M manuals and process schematics;
- Must have the ability to produce general diagrams and sketches for outlining work;
- Must have excellent written and oral communication skills;
- Must be able to make accurate estimates of time and materials needed for work assignments;



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- Must have good computer skills. Must know Microsoft Office (Outlook, Excel, and Word). Knowledge of UOSA's time management software (Kronos), and UOSA's CMMS (JDE) is preferred;
- Must be personable and able to supervise the work of others including the work of outside contractors;
- Must demonstrate organizational, scheduling and team building skills with basic knowledge of motivational techniques and personnel interactions;
- Must be dependable, organized, and helpful;
- Must be able to perform physical requirements of position to include extensive walking, bending, stooping, climbing stairs and ladders, lifting, and carrying 75 pounds;
- Must have sufficient color perception to distinguish colors;
- Must meet all confined space requirements.

#### **ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:**

A minimum of 2 years Lead Mechanic level or 10 years mechanical maintenance work experience in an industrial environment is required. Minimum 2 years leadership experience is required. Completion of high school or GED is required. Completion of a college or vocational degree program is highly desirable. Journeyman License in Gas Fitting, Plumbing, and HVAC through the Virginia Department of Professional and Occupational Regulation (VDPOR) are strongly preferred. Or equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

#### **ADDITIONAL REQUIREMENTS:**

Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required. Must obtain a Journeyman License in Gas Fitting or Plumbing through the VDPOR within one (1) year. Must pass Plant Maintenance Technologist Certification Class II within one (1) year. Must be able to work overtime and to respond after regular duty hours as required to meet UOSA's and management's needs.

*The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position.*

*\*DOE-Starting salary will be between minimum and midpoint in the range.*

**All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.**

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: [Uosa.org/Careers](http://Uosa.org/Careers) > **Candidate Profile.**

Once logged into your profile, click on **Find Jobs** in the upper left hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.