



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 830-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

MECHANICAL SYSTEMS MANAGER

\$2000 Sign On Bonus

Operations & Maintenance Division

Mechanical Division (3502)

| Grade 11 | \$76,300- \$122,100*

Close: Open Until Filled

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

\$2000 Sign On Bonus (After successfully completing 6 months of employment)

ABOUT THE ORGANIZATION

The Upper Occoquan Service Authority (UOSA) is a regional water reclamation plant serving four jurisdictions (Fairfax County, Prince William County, City of Manassas and City of Manassas Park).

RESPONSIBILITIES

The Mechanical Systems Manager, under the general supervision of the Senior Mechanical Systems Manager, provides safe and efficient management and administration of their Mechanical Systems team. Ensures high morale and productivity of staff. Initiates daily assignments, follows through on matters, and uses independent judgment and training to take appropriate actions to deal with standard recurring situations. May be exposed to a wastewater biological and chemical hazardous environment, confined spaces or the hazards of rotating or moving machinery.

EXAMPLES OF WORK (Illustrative Only):

- **Personnel:** Performs, plans, and directs the daily activities of their team; Carries out management responsibilities in accordance with UOSA policies, procedures and applicable laws. Interviews, hires, rewards and disciplines employees. Addresses complaints and resolves personnel issues; Evaluates work performance of staff; Approves time records and leave requests.
- **Training:** Devotes ample time to on-the-job training, and counsels/coaches staff as needed; Trains and instructs technicians in installation, operation and maintenance work techniques; Determines training requirements
- **Planning:** Coordinates regularly with contractors, vendors, subordinates, peers and management; Plans, schedules, organizes, staffs and directs the activities.
- **Preventive, Predictive and Precision Maintenance Activities:** Checks accuracy and satisfactory completion of work (quality control) of subordinates and contractors. Assists staff with field work if necessary and for instructional purposes; Examines and troubleshoots equipment and systems to detect problems in advance. Coordinates troubleshooting with other stakeholders. Stays current in knowledge, skills and abilities. Stays current on materials, procedures, equipment, tools, etc.
- **Procurement:** Reviews and approve requisitions.
- **Projects** Serves as project manager for miscellaneous installation, maintenance and repair projects and outside contractor work; Coordinates commissioning with stakeholders at UOSA and contractors.
- **Reports:** Prepares and reviews reports, procedures, and manuals.
- **Safety:** Authorizes entry and performs work in permit-required confined spaces as needed.

REQUIREMENTS

- Completion of high school or GED with 7 years of industrial mechanical maintenance experience is required. Completion of a two-year college curriculum or vocation school program in mechanical maintenance or a related technical field is desired. Or equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.
- Management and leadership training and experience are required.



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- Must pass Plant Maintenance Technologist Certification Class III within one year.
- Comprehensive knowledge of the methods, tools, equipment and materials used to install, maintain and repair pneumatic and hydraulic valve and piping systems, large stationary and mobile engines, pumps, furnaces and other heavy and specialized plant equipment. Must be proficient in different welding techniques.
- Thorough knowledge of occupational hazards and necessary safety precautions applicable to mechanical maintenance and repair work is required.
- Must have comprehensive knowledge of preventive maintenance, predictive maintenance and condition monitoring techniques.
- Must be able to interpret, prepare, review and work from sketches, schematics, drawings, specifications and equipment maintenance manuals for existing or proposed equipment, systems and projects.
- The ability to plan, schedule, supervise, administer, inspect and evaluate the quality and quantity of work performed by staff and contractors.
- Excellent written and verbal communication skills.
- Must be able to evaluate data, prepare concise reports and other operating and staff documentation.
- Good computer skills and experience using Microsoft Office (Outlook, Excel, and Word), UOSA's time management software (Kronos), and UOSA's CMMS (JDE).
- Must have excellent leadership skills for motivating staff, raising staff morale, encouraging individual and team accomplishments and improving productivity.
- Must be able to handle physical requirements of position to include extensive walking, bending, stooping, climbing stairs and ladders, lifting and carrying 75 pounds.
- Sufficient color perception to distinguish colors is a must.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.

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

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

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 > **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.

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