



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

READY TO DEVELOP THE FUTURE OF WATER!

Maintenance Planning & Scheduling Manager	Grade 13	\$94,537 - \$151,259*
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Open: March 24, 2026 ▪ Close: Open Until Filled

One position available; filled based on the candidate's qualifications. Starting salary will be between minimum and midpoint in the range.

ABOUT US

Are you passionate about making a difference and being a trusted steward of our most precious resource? UOSA is seeking a highly motivated and enthusiastic individual to join our team!

The **Upper Occoquan Service Authority (UOSA)** is a cutting-edge water recycling facility transforming the way the world thinks about sustainable water solutions. Established in 1978, UOSA serves Fairfax County, Prince William County, and the cities of Manassas and Manassas Park and is the first and longest-operated indirect potable reuse project in the United States. UOSA has been treating and reclaiming water for use as drinking water for nearly 50 years.

From being recognized as a **Utility of the Future** to pioneering advanced research and technology in the industry, our facility now recycles up to 54 million gallons of water per day. UOSA's efforts ensure a reliable supply of high-quality recycled water, contributing to the overall drinking water strategy for the Northern Virginia area.

If you are ready to challenge yourself and lead a hardworking team, then take the next step in your career and apply today to be part of our dedicated team!

WHAT YOU'LL BE DOING

Serves as a Section Manager overseeing planning and scheduling staff. Plans, monitors, evaluates, and supervises the operation of the section. Develops, implements and maintains procedures, administrative monitoring practices and controls in order to obtain smooth and effective operation of the team, including assisting in the identification, development and implementation of departmental goals, objectives, processes, and priorities. Assists in establishing strategic goals by gathering pertinent business, financial, industry information; identifying and evaluating trends and options in accordance with Asset Management best practices; choosing a course of action; defining data needs; directs reporting implementation and continuous data assurance measures through the team. This position directly advances UOSA's Strategic Plan by partnering with other sections and divisions to align preventive, predictive, and corrective maintenance with plant operations while using UOSA's CMMS, GIS data, DCS and other software platforms to support data-driven decision-making.



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REQUIREMENTS

- Completion of high school or GED is required. Completion of a two-year college curriculum or vocation degree program in relevant technical areas desired. Any combination of education, experience and training equivalent for the position will be considered.
- A minimum of 7 years of experience in equipment maintenance and repair of water or wastewater treatment and or conveyance facilities (or similar industrial facilities); Knowledge of wastewater treatment principles and practices.
- Must have supervisory and management skills.
- Supports asset management processes including asset identification, categorization, condition assessment, and lifecycle planning.
- Extensive knowledge of an Enterprise Asset Management (EAM) system or similar database.
- Ability to research and analyze technical issues.
- Must have good interpersonal skills to interface and maintain effective working relationships with subordinates, fellow employees, contractors, and consultants.
- Must have the ability to plan, schedule, supervise, administer, inspect and evaluate the quality and quantity of work performed by staff and contractors.
- Leads data analysis initiatives, interpreting trends and preparing reports that inform resource management, planning efforts, and maintenance strategy. Develops, tracks, and reports monthly and annual Key Performance Indicators (KPIs) to evaluate maintenance program effectiveness.
- Coordinates training provided by manufacturers, suppliers, and contractors to ensure staff remain knowledgeable on equipment, procedures, and best practices.
- Must have good computer skills. Must know Microsoft Office (Outlook, Excel, and Word).
- Must be able to handle the physical requirements of the position to include extensive walking, bending, stooping, climbing stairs and ladders, and lifting/carrying up to 50 pounds.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.

APPLICATION PROCESS

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.

JOIN US IN MAKING A DIFFERENCE!