

**MARYLAND ENVIRONMENTAL SERVICE
JOB DESCRIPTION**

Job Title: Maintenance Supervisor III

FLSA Status/Grade: Exempt/07

Group: Various

POSITION SUMMARY

Provides supervision and performs installation, maintenance and repair of equipment used for a variety of environmental projects.

ESSENTIAL FUNCTIONS

Provides supervision and management of installation, repair and maintenance of equipment. This may include heavy equipment, vehicles, production or operating equipment utilized at assigned project site.

Communicates the necessity for proper and timely maintenance of all equipment to subordinate and/or management personnel.

Maintains production and maintenance data and compiles reports as needed to identify and confirm time frames for completion of repairs.

Ensures that the installation and repair of equipment complies with agency policy and local codes and regulations.

Assures that replacement units and parts, such as gears, bearings, and filters are ordered, received and installed in a timely manner. Works with management and other maintenance staff to develop and implement a preventive maintenance program.

Tests newly installed and pre-existing equipment.

Uses precision tools such as micrometer migs, dial indicators and RPM indicators.

Assists management personnel to train on-site staff in proper equipment maintenance techniques and assures that safe operational procedures are followed.

Coordinates electrical/electronic control maintenance activities.

Maint Supv III

Prepares and approves specifications for requisitioning electrical/electronic equipment and supplies.

Operates MES vehicles.

OTHER RESPONSIBILITIES

May serve as Shift Supervisor or Operations Manager in case of personnel absence.

Persons appointed to this position are subject to be called to duty in emergencies. Shift work may be required at some sites.

Performs hands on industrial maintenance as needed.

Performs other work-related duties as assigned.

SUPERVISORY REQUIREMENTS

May require management of supervisory and none-supervisory positions. May include responsibilities for overall direction, coordination and evaluation of managed staff, interviewing, hiring and training employees; planning, delegating and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

EDUCATION, EXPERIENCE

Graduation from a standard high school or possession of GED plus 10 years experience performing installation, repair and maintenance of mechanical, electrical or electronic equipment in an industrial setting, including 7 years of supervisory responsibilities. Specific sites may require power-generating experience and/or power transmission hydraulics, welding, plumbing, HVAC or light fabrication.

Note: Applicants may substitute Bachelor's degree in Industrial or Mechanical Engineering for four years of the required experience OR formal schooling from an accredited vocational school with a major in a related field may be substituted on a year-for-year basis for up to 3 years of the required experience.

KNOWLEDGE, SKILL AND ABILITIES

Must be able to pass a standard physical exam for this job series.

Ability to lift 50 pounds.

Ability to communicate effectively, orally and in writing and the ability to follow oral and written instructions.

LICENSES, CERTIFICATIONS

Valid driver's license with less than six points under Maryland law.

Possession of a 1st Class State of Maryland Stationary Engineers License may be required at some sites.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk and hear. Also uses hands and arms to lift, handle, reach and finger equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Regularly required to climb ladders, stoop, kneel crouch or crawl to service equipment.

The employee is occasionally required to lift 50 lbs, using proper lifting technique and regularly required to use proper protective equipment such as coveralls, vision and hearing protection, steel-toed shoes and hard hats as required.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts, potential fumes, smoke or airborne particles, vibration, risk of electrical shock and at some sites, outdoor weather conditions including cold, heat, wind, rain, snow, mud, ice, dust, as well as toxic and caustic chemicals associated with power plant operations. The noise level in the work environment can be very loud at some MES production and power generating sites.