

JOB DESCRIPTION

Support Services Leader

Background: This position falls under the Authority's Support Services Department which provides support in the form of mechanical, building and grounds maintenance, collection systems operation, vehicle maintenance and repair as well as any and all other support services as required by the Authority. Reports directly to the Plant Superintendent and Support Services Manager and assists the Superintendent and Support Services Manager in the supervision of the Shift Operators and Support Services Workers. Will act as Plant Superintendent, and/or Support Services Manager on all occasions when the Plant Superintendent, and/or Support Services Manager are not at the facility.

Persons holding this position are expected to demonstrate skills, abilities and work ethics that will serve to provide a model and mentorship for others to follow, therein promoting the growth and advancement of other subordinate employees in their respective positions. Persons working in this position shall take direction from Management, in carrying out workloads, goals and objectives and shall act as a liaison and be in a position of direct general charge and supervisory control to all other subordinate positions in accomplishing the Authority mission.

This classification is distinguished from all other Support System classifications by the level of responsibility and the handling of complex issues that require advanced expertise.

Principal Duties and Responsibilities:

Will assist the Plant Superintendent and Support Services Manager with shift schedules and in overall training, both for the Plant Operations and Support Services personnel

The duties of a Support Services Leader shall include, but not be limited to, the following:

Operating all process equipment, regulating flows, valves and any related equipment necessary to control the process

Maintain proper legible records and prepare Maintenance reports. Largely responsible for the continued use and expansion of the existing CMMP

Check all equipment for proper operations and monitor all mechanical and operation support systems Authority wide

Assist in the direct day-to-day operation of the Authority collection and conveyance system

Ensure that subordinates practice proper housekeeping

Ensures that subordinate staff complies with all safety standards and to take immediate corrective measures should a safety hazard occur

Must report all equipment malfunctions and operational irregularities to the Plant Superintendent and/or Support Services Manager

Adhere to all directives issued by the Plant Superintendent and or Support Services Manager

Must be able to work shift work including weekends as holidays as required

Qualifications:

1. Minimum of six years of experience in a treatment facility (rated by the State of New Jersey to require an S-4 license at that facility)
2. Successful completion of the Introductory and Advanced courses in Water and Wastewater

Support Services Leader (Continued)

3. Must have as a minimum a C-2, and preferably a S-2 license and be working towards a C-3 and S-3 licensing
4. Demonstrate the knowledge and understanding of Mechanical maintenance and systems, ability to troubleshoot problems and communicate well with others
5. Must have proven leadership qualities, and actively pursue continued industry related training and self-development as it relates to this position and the Authority's overall goals and objectives
6. Ability to work with hand and power tools
7. Must possess a valid New Jersey Driver's license
8. Be able to drive all types and sizes of Authority vehicles and operate all types of portable equipment. The Authority reserves its right to require this position to obtain and maintain New Jersey CDL Endorsements for any and all vehicles
9. Capable of receiving and providing out both oral and written instructions
10. High School diploma

Supervisory Control:

The Support Services Leader will work under the supervision of the Plant Superintendent and or Support Services Manager from whom he/she will receive his/her general direction.