

FOX RIVER WATER RECLAMATION DISTRICT MAINTENANCE SUPERINTENDENT

The Fox River Water Reclamation District (FRWRD) is seeking qualified applicants for the full-time, non-exempt position of Superintendent of Maintenance. FRWRD owns and operates three Wastewater Treatment Facilities in the City of Elgin, IL.

This position plans and directs the daily maintenance and equipment needs of the FRWRD's wastewater treatment facilities, pumping stations, sanitary sewers, sewer force mains, water facility, and water mains, by performing the following duties personally and with facilities personnel. This position requires the ability to work closely and cooperate with the Director of Operations and Operations Superintendent. This position also requires a close working relationship with Operations, Engineering, Safety Officer, and HR.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs and trains employees to perform repairs safely and effectively and perform preventative and corrective maintenance on all equipment and facilities.
- Makes recommendations to approve purchases of materials and equipment and maintains budgets for supplies and material.
- Manages the computerized maintenance management system (CMMS).
- Regularly inspects all facilities and reviews reports related to progress of all ongoing repairs or required maintenance activities in order to determine the impact to the operation of the facilities.
- Works closely with the Operations Superintendent; who oversees the operational process of the facilities.
- Facilitates internal and external training opportunities for employees on a continuing basis.
- Oversees contracts related to projects and provides project management, when necessary.
- Responds to all requests from management concerning maintenance activities and related areas.
- Develops equipment replacement capital-planning needs for District facilities.
- Insures that all areas in the District facilities are safe work environments including inspection of required OSHA and Office of State Fire Marshall (OSFM) records for all facilities.
- Manages Operations and Maintenance equipment manual library.
- Maintains a master file of all preventive and corrective maintenance activities, performs data analysis to monitor trends, and implements innovation strategies accordingly.
- Works closely with his/her team to promote team spirit and comradery.
- Actively pursues conflict resolution and promotes DEI culture within his/her department.
- Supports professional development of his/her team for career growth, employee morale and retention.
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- Performs other duties as needed and/or assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises approximately 13-15 employees in the Maintenance section. Maintains the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

POSITION REQUIREMENTS:

- Associate's degree or equivalent preferred; or seven to ten years related experience and/or training; or equivalent combination of education and experience.
- Must possess a valid Illinois Driver's license and be insurable under District's standards.
- Must obtain CPR/First Aid Certification within the first six (6) months of employment.
- Ability to read, analyze, and interpret blueprints, technical journals, financial reports, and legal documents.
- Knowledge of Windows and Microsoft Word, Excel, Outlook. Prior computer knowledge and use necessary.
- Must be able to lift and/or move up to 50 pounds, and occasionally lift and/or move more than 50 pounds, and the ability to work in confined spaces.
- A CDL license is desirable.
- An Illinois Class 1 Wastewater Plant Operator certificate is also preferred.

This is a full-time, non-exempt position. The regularly scheduled hours for this position will be 7am – 3pm, Monday – Friday. The salary range is \$96,600-\$112,000 depending on qualifications and experience.

FRWRD offers a generous benefits package & IMRF retirement plan. Employment offers are conditional pending physical exam, drug screen, criminal background, driver's license & other pre-employment activities.

For Consideration:

Applicants should send a resume and letter of interest to:
Chief of Human Resources, Dr. Promod Vohra
pvohra@frwr.com

Website: <http://www.frwr.com/community-resources-career-opportunities/>

Equal Opportunity Employer

Closing Date: Open until Filled