

# Township of Parsippany-Troy Hills

## OPEN POSITION ANNOUNCEMENT

### SUPERVISOR REPAIR AND MAINTENANCE- GRADE F

- Department:** Water Department
- Workweek:** Monday through Friday, 7:00 AM to 3:30 PM. Must be able to be contacted by phone and available to work emergency and non-emergency overtime hours, including weekends and holidays (mandatory at times). Must have a mobile phone at which he/she can be contacted. Must be available to be on call for water supply, treatment and distribution-related emergencies.
- Wage:** Per Ordinance, Non-Exempt Blue-Collar Grade F. Excellent benefits package provided.
- Definition:** Under direction of the General Supervisor and Assistant Water Superintendent, supervises the operation, maintenance, repair and servicing of the Township's water supply and treatment facilities; does related work as required.
- Skills/Duties:** Supervises the operation, maintenance, repair and servicing of the Township's water supply and treatment facilities, and parts thereof including well stations, treatment plants, pumping equipment, motors, electric check valves, various treatment and disinfection equipment, backup emergency generators, gas, electric, plumbing, pipes and fixtures, SCADA controls, and other equipment and appurtenances. Supervises maintenance and repair programs. Assigns workers to specific tasks and checks work in progress. Reviews completed assignments for conformance. Recommends improvements, alterations and repairs. Maintains records and generates reports for the Superintendent. Maintains accounts of materials, supplies, employee time and nature and type of work performed via electronic work order system. Maintains supporting exhibits and materials on maintenance operations. Assigns and supervises maintenance workers, laborers and other employees involved in the general operation, maintenance and repair functions and activities of the Water Utility. Supervises control room operators. Performs maintenance work including more technical and difficult tasks. Performs regulatory water quality sampling. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the Water Utility. Able to work long periods in emergency situations and remain until all repairs have been made. The examples of work for this title are for illustrative purposes only. All duties performed on the job may not be listed.
- Knowledge and Abilities:** Knowledge of problems, procedures and methods in inspecting, analyzing and determining the repair and maintenance work to be done and the materials required. Knowledge of problems involved in establishing, maintaining and developing effective work procedures. Ability to understand, remember and carry out oral and written directions. Ability to learn quick from oral and written directions and from demonstrations. Ability to analyze maintenance problems. Ability to organize assigned work and develop effective work method. Ability to give suitable assignments and instructions to groups and individuals and to supervise their work. Ability to maintain records. Ability to operate a variety of equipment and machinery used in the routine operations of the Utility. Must have the ability to plow during snow events.
- Education and Experience:** At least four years of experience in the installation, repair and maintenance of water supply, treatment and distribution systems. Candidate must possess a valid NJ Driver's License in good standing. Must be able to drive a truck and possess a valid Commercial Driver's License (CDL) or obtain one before the expiration of a 90-day probationary period. GED or High School diploma. Candidate must possess a valid NJDEP W1 and T1 operating license.
- To Apply:** Submit a letter of interest indicating the title and department of the position you are interested in, along with a brief resume, references and copies of any licenses you may possess to James Cryan, Business Administrator at [jobs@parsippany.net](mailto:jobs@parsippany.net).
- Closing Date:** Open until filled. EOE

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Date Posted: \_\_\_\_\_

Posted By: \_\_\_\_\_

Department: \_\_\_\_\_

(Return the original signed form to AnneMarie Ferrara in the Mayor's Office. Post the copy).